

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, March 9, 2023 at 3:30 pm in Room 302 of the James Administration Building.

**PRESENT:** Chris Buddle (**Chair**), Jason Carmichael, Darlene Hnatchuk, Alissa Levine, Laurent Mydlarski, Josephine Nalbantoglu, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**)  
**REGRETS:** Andrea Di Stefano, Jaye Ellis, Sue Laver, José Londono Velez, Scott Sugden  
**GUESTS:** Drs. Rosanne Seguin, Thomas Duchaine, Luke McCaffrey, Faculty of Medicine and Health Sciences  
 Dr. Jonathan Kimmelman, Faculty of Medicine and Health Sciences

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Information on SCTP Course and Program Guidelines and past SCTP meeting Minutes/Notes/Reports may be found at [www.mcgill.ca/sctp](http://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 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 16, 2023 were approved as circulated.

06.03 **BUSINESS ARISING**  
 None.

06.04 **FACULTY OF ENGINEERING – 22-SCTP-03-12**  
 Dean's Office

**Certificate in Global Engineering (60-67 cr.)**

Professor Mydlarski presented the new program proposal and responded to questions by SCTP members. In fall 2020, the Faculty proposed a new Joint B.Eng. in Global Engineering program that would be offered with CentraleSupélec in France. The curriculum of this program was created jointly by both McGill University and CentraleSupélec to combine the strengths of these two well-known educational institutions. The goal of the program is to graduate engineers with a broader background – both in scope and in an international aspect. As the new Joint B.Eng. program [approved by SCTP November 5, 2020] requires Quebec Ministry approval, and the CentraleSupélec plans to admit students in the fall of 2023, this certificate is being proposed as an option in the event that the Ministry does not approve the new Joint B.Eng. proposal. Once students have completed their 2 years at CentraleSupélec, they will attend McGill to complete the 2 years of studies in either the Certificate or Joint B.Eng. program [both programs contain equal number of credits of the same courses to be completed at McGill]. If the Ministry approves the Joint B.Eng. program in time for the 202509 term, then students will enter the Joint B.Eng. program and the Certificate program will not be needed and, therefore, it will be retired immediately. Students accepted into the Joint B.Eng. program starting their first 2 years in France are informed that at this time, only the Certificate program will be available at McGill until final Ministry approval is obtained for the Joint B.Eng. program; students not interested in the Certificate program will then be given the choice to complete one of the B.Eng. programs currently offered by the Faculty of Engineering at McGill University. It was noted that budget approval from the Provost was received for the Joint B.Eng. proposal, so no additional resources are required for this Certificate, and the consultations were obtained for the Joint B.Eng. proposal.

SCTP requested:

- list the first group of required courses in alphabetical order by subject code;
- correct the course title for BIEN 350, correct the course number for BREE 423, and remove retired course CIVE 469.

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

06.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-03-13

Faculty of Medicine and Health Sciences/Rosalind and Morris Goodman Cancer Institute

**Ph.D. in Cancer Sciences** (0 cr.)

Drs. Seguin, Duchaine, and McCaffrey joined the meeting to present this new degree program and respond to questions. This interdisciplinary program proposal is in response to student need for a graduate program in this discipline that will focus on cohort building that allows interaction amongst students in the same cohort. There is overwhelming interest (94%) in this type of program – the proposers queried participants in a training program offered by the Faculty. The creation of interdisciplinary programs is a government priority. In response to a query concerning the comments in a few of the consultations concerning some courses offered by other units and their availability for students in this program, it was noted that the Division of Experimental Medicine has important involvement in this program and its content; the Division plans to create their own courses with similar content. The intention is to accept five students into the first cohort, so course availability should not initially be an issue; as the program enrolment grows [hoping for a steady enrolment of 24-25 students annually to a goal of 90 students], the course availability will be examined more closely. The Chair noted that the program budget is currently under review by APB; he queried whether the resources requested in the budget will meet the program needs. Dr. Duchaine responded that TAs will be provided for popular courses like EXMD 635D1/D2 and ONCO 610D1/D2, and the overseeing committee for the program will respond accordingly to the needs of the instructors of the other courses. In response to a query about the interdisciplinary nature of some of the courses, it was noted that the interdisciplinary nature is part of the seminar and comprehensive examination courses, to be enforced accordingly; invited lecturers will participate in delivering lectures, the seminar course will include a required journal club for students, and the program will include other non-credit activities that require student participation. It is important that students are integrated in the entire community via the cohort-building endeavours.

SCTP requested:

- correct the title for new courses: CANC 601 and CANC 605 – the new course proposals contain two different titles, which is not permitted [the program requirements may require updating];
- correct the title for PHAR 508;
- indicate the credit weight for POTH 637;
- revise the new course proposals to have the same effective term as the new program;
- the Provost's budget approval memo is needed.

**NOTE:** The Ministry, along with other external reviewers, will need to approve this new degree program – it may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.

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

School of Population and Global Health

**M.Sc. in Bioethics; Non-Thesis** (48 cr.)

**M.Sc. in Bioethics** (45 cr.)

Dr. Kimmelman joined the meeting to present these new degree programs and respond to questions. Currently, a Bioethics concentration/option [or specialization] is offered in various Master's programs, which are offered by these McGill academic units: Experimental Medicine, Family Medicine, Human Genetics, Law, Philosophy, and Religious Studies; these have been overseen and coordinated by the Biomedical Ethics Unit that has been absorbed into the Department of Equity, Ethics and Policy within the School. It has become increasingly difficult for the coordinating committee to maintain the six programs due to the varying admission requirements of the offering units. Currently, many applicants for one of the Bioethics concentrations/options are not accepted into the program because their academic background [for example, sociology] is not appropriate for entry into any of the Bioethics concentrations/options; by offering a Master's program with a major in this discipline will solve this issue. Dr. Kimmelman noted that there were two Bioethics Master's programs offered in Canada: one offered by the University of Toronto [which is currently closed to admission] and one by Dalhousie University [which is no longer offered]; the only program offered in Quebec in this discipline is offered by the Université de Montréal.

06.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-03-13

School of Population and Global Health

**M.Sc. in Bioethics; Non-Thesis** (48 cr.)

**M.Sc. in Bioethics** (45 cr.) [continued]

The School is proposing both a thesis and non-thesis program because not all students wish to do the extra work of a thesis, but the thesis program is beneficial to those thinking of continuing their studies in a Ph.D. program. The non-thesis program is important for those wanting to complete a Master's program. In response to a comment made about the 48 credits for the non-thesis program vs. 45 credits for the thesis program, Dr. Kimmelman noted that there is concern about students maintaining full-time status and taking minimum 12 credits each semester, which is particularly important for international students. Dean Nalbantoglu confirmed that international students must maintain full-time study status during their program, but less than 12 credits in their last term would be acceptable by the Canadian government.

SCTP requested:

- provide a sequence of when the courses in the non-thesis program are taken – listing them term by term;
- clarification is requested for the outcome of the project vs. the outcome of the thesis; as these are new course proposals submitted to the AP(T&AP) for approval, the SCTP Chair will verify this information;
- the Provost's budget approval memo is needed.

**NOTE:** The Ministry, along with other external reviewers, will need to approve this new degree program – it may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.

The SCTP Chair will verify the course information and the sequence of courses taken by students in the non-thesis program; the Chair will approve on behalf of SCTP if all is in order.

Schulich School of Music

**Post-Graduate Artist Diploma in Performance** (30 cr.)

Dean Nalbantoglu explained that this proposal is for a new program with a designation of “third cycle”. This will be on par with the Université de Montréal and other French Quebec universities that offer such programs with this designation. This will align the School's offering with that of the Université de Montréal, which will better position their recruitment, especially of international students.

SCTP requested:

- correct the program type in box 5.1 – check other and specify same as what is in box 1.0;
- correct the program title within box 9.0, and correct the rationale to indicate the correct title of the existing Graduate Artist Diploma;
- submit the program retirement now for the existing Graduate Artist Diploma in Performance – students can finish a retired program;
- be sure to retire the obsolete courses associated with the existing Graduate Artist Diploma in Performance once students have completed these courses;
- correct course title in program or the new course proposal for MUPG 754;
- new courses MUIN 715 and MUIN 716 have additional course fees but no Fee Advisory Committee approval was attached to the proposals – obtain this approval or remove the fee from the courses;
- new course MUPG 753 indicates “Additional fees may apply” – either remove this text or indicate a specific fee and obtain Fee Advisory Committee approval for the additional fee charge.

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

Interfaculty Studies

**M.Sc. in Biological and Biomedical Engineering** (45 cr.)

Program revisions consisted of: program title, program description, how complementary courses chosen revised.

**NOTE:** The Ministry will need to be informed about the new program title – the revised program may not be offered, advertised, or listed within the eCalendar until the Ministry has approved the new title.

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

06.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-03-13

Interfaculty Studies [continued]

Due to the program title change, the following program is being retired: **M.Eng. in Biological and Biomedical Engineering** (45 cr.).

Council of Graduate and Postdoctoral Studies [CGPS]

CGPS submitted a memo to SCTP for information concerning the use of a “third-cycle” designation for non-degree graduate programs, for example: graduate diplomas. Currently, this designation is given exclusively to doctoral programs at McGill, but GPS would like to align the non-degree graduate program offerings with those currently offered by other Quebec universities. This designation used for non-degree graduate programs will come into effect 202309. The criteria for a non-degree graduate program to be given a “third-cycle” designation was not specified within the CGPS memo.

06.06 **ONLINE/BLENDED COURSES AND PROGRAMS: DEFINITIONS AND APPROVALS**  
– 22-SCTP-03-14

As there was not sufficient time to discuss this agenda item, the Chair asked that SCTP members convene for 30 minutes on Monday, March 13 via Zoom to review this document.

Brief discussion period held Monday, March 13, 2023 at 1:00 pm, which lasted 24 minutes, via Zoom.

Participants included: Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Alissa Levine, José Londono Velez, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**); regrets received from Darlene Hnatchuk, Laurent Mydlarski, Josephine Nalbantoglu.

The Chair briefed SCTP members on the purpose of this document. Due to the COVID-19 pandemic that resulted in the need to offer courses remotely, it was obvious that not all academic units viewed certain terminology in relation to online, blended, etc. pertaining to the offering of courses the same way. Furthermore, the terminology is used in the New Models of Academic Program Delivery created by the Working Group chaired by Associate Provost Chris Buddle, so there is a need to ensure the definitions are official [requiring APC and Senate approvals] and that all academic units are aware. The Chair noted that these definitions will be included within the SCTP Course/Program Guidelines on the SCTP Web page, included on the McGill Online Web page, and posted on the TLS Web page.

It was noted that the definitions may not correspond to established guidelines created by some faculties for blended offerings; these faculties will need to adapt their own guidelines and revise according to the University-approved definitions.

There was in-depth discussion concerning what is defined as asynchronous – it needs to be revised so that it reflects usage of such tools as myCourses where assignments may need to be completed within a certain timeframe that may not necessarily be at the student’s discretion. Dr. Samuel agreed to provide the Chair with revised wording for this definition. Minor edits were suggested to the document; the Chair confirmed that a revised document [final format] will be circulated to SCTP members.

The Chair informed SCTP that he has discussed with Scholarships and Student Aid within Student Services to ensure that U.S. student financial aid will not be disadvantaged by the proposed definitions and approval pathways.

SCTP approved the definitions and approval pathways; this document will be reported to APC for approval.

06.07 **OTHER BUSINESS**

None.

The meeting ended at 5:00 pm.