

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, April 20, 2023 at 3:30 pm via Zoom.

**PRESENT:** Chris Buddle (**Chair**), Jason Carmichael, María Sierra Córdoba Serrano, Andrea Di Stefano, Jaye Ellis, Darlene Hnatchuk, Alissa Levine, Laurent Mydlarski, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), Scott Sugden

**REGRETS:** Sue Laver, Josephine Nalbantoglu

**GUESTS:** Professor Odile Liboiron-Ladouceur and Mr. Gary Ng, Faculty of Engineering

The Chair noted that Dr. Córdoba Serrano, School of Continuing Studies, is replacing SCTP member Dr. Sue Laver for the last few meetings of this academic year; Dr. Laver is on a brief leave from the University. We wish Sue well. Introductions were made.

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/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.

07.01 The revised Agenda was approved as circulated.

07.02 The Minutes from the last meeting held March 9, 2023 were approved as circulated.

### 07.03 **BUSINESS ARISING**

#### a) Proposals Reviewed by SCTP

There were queries and comments made at the SCTP meeting of February 16, 2023 by SCTP members concerning the need for SCTP to review and approve minor changes such as: program title changes and slight adjustments to program credit weight. The Chair noted that in collaboration with his staff, he is working on streamlining the approval of certain proposals that will affect what SCTP reviews and approves at meetings. The Chair also discussed this with the Provost, who suggested that certain program proposals that are no longer approved at SCTP meetings, but are approved by the Chair on behalf of SCTP and recorded in the reports from AP(T&AP), be considered as “Consent Items” on the SCTP meeting agenda. A member of SCTP may request that any “Consent Items” be reviewed and discussed at a meeting of SCTP.

Currently, SCTP considers the following proposals to be major revisions that require SCTP approval [as per the “Approval Paths” document and SCTP course and program guidelines found on the SCTP Web page]:

- program credit weight changes;
- program title changes;
- changes that restructure the program in such a way as to have significant academic impact on students or on the program’s professional accreditation; NOTE: depending on the program level, if more than 1/3 of program content [credits] is changing that includes new courses, this will need to be reported to the Ministry;
- changes to project, thesis and special activity requirements in graduate programs;
- changes to Honours requirements in undergraduate programs;
- retired program reinstatement requests – only those that have no changes to program requirements;
- complete change in modality of a course or program; and
- courses taught by or with another institution.

SCTP will continue to review all new credit and non-credit [CEU] program proposals, which includes new degree programs, new concentrations/options, and new credit and CEU non-degree programs.

The Chair suggested that APC approve program title changes [when no changes are involved to program

### 07.03 BUSINESS ARISING

#### a) Proposals Reviewed by SCTP [continued]

requirements], and he proposed that the following proposals be approved by him on behalf of SCTP, instead of being reviewed at SCTP meetings, and be submitted as part of the minor/moderate program changes in reports to AP(T&AP), which will be noted in a “Consent Items” document reviewed at SCTP meetings:

- program credit weight changes [increase or decrease] where less than 5 credits are affected;
- changes to project, thesis and special activity requirements in graduate programs;
- changes to Honours requirements in undergraduate programs; and
- revisions to credit programs that are less than the Ministry’s threshold.

SCTP members agreed that these proposed changes to what are currently considered major program revisions for proposals that require SCTP review and approval are reasonable. The Chair noted that he will provide a revised Approval Paths document for the first SCTP meeting in the fall of 2023 for discussion.

*Secretary’s note:* Revisions/additional information requested by SCTP were provided for the following proposals, reviewed by the SCTP Chair, who approved the proposals on behalf of SCTP.

#### Graduate and Postdoctoral Studies

Faculty of Medicine and Health Sciences/School of Physical and Occupational Therapy

- **M.Sc.(A.) in Physical Therapy; Non-Thesis** (61-62 cr.) [22-SCTP-12-05; December 1, 2022]; it will be reported to APC for information; staff within the Office of the Associate Provost (Teaching and Academic Planning) will be consulted to determine whether the Ministry needs to be informed about the revised program credit weight.

School of Population and Global Health

- **M.Sc. in Bioethics** (45 cr.) and **M.Sc. in Bioethics; Non-Thesis** (48 cr.) [22-SCTP-03-13; March 9, 2023]; they will be reported to APC for approval once the Provost’s budget approval is received.

#### Proposal withdrawal

#### Graduate and Postdoctoral Studies

Faculty of Engineering/Department of Electrical and Computer Engineering

- **M.Eng. in Electrical Engineering; Non-Thesis** (45 cr.) [18-SCTP-12-06; December 6, 2018]; this major program revision proposal has been withdrawn by the offering Department as per Professor W. Gross. The revisions to this program in this proposal were not reported to the Ministry due to budget questions that APB had for potential resources required for the revised program.

### 07.04 GRADUATE AND POSTDOCTORAL STUDIES – 22-SCTP-04-15

Faculty of Engineering/Department of Electrical and Computer Engineering

#### **M.Eng. in Electrical Engineering; Non-Thesis** (45 cr.)

Program revisions consisted of: program description, all required research project courses deleted, required-course section deleted, required credits decreased, a program note deleted, a program note added, a program note revised, how complementary courses chosen revised, complementary credits increased.

Professor Liboiron-Ladouceur and Mr. Ng joined the meeting to present the major program revision proposal and to respond to questions by SCTP members. Professor Liboiron-Ladouceur explained that the removal of all of the required courses and the lack of specific courses in the revised program is intended to allow the Department to offer a course-based program where students will choose their own program requirements; this is similar to what peer institutions offer for this type of program in this discipline. The program will be geared towards professionals. The revised program will allow the Department to accept more students into this program because currently there are not enough project supervisors available within the Department, therefore, the Department only accepts around 10-12 students in this program annually [as is the current enrolment]. Students wishing to conduct a research project may continue to do so in the revised program if they are able to find an academic member of the Department to supervise their project. The Department is hoping to admit 30 students into the revised program in the first year and then 45 in the next year. The Chair noted that if

07.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-04-15

Faculty of Engineering/Department of Electrical and Computer Engineering

**M.Eng. in Electrical Engineering; Non-Thesis** (45 cr.) [continued]

enrolment in the program grows, he will need to confirm if centrally-funded resources will be needed to accommodate additional students. It was not clear if the Faculty's course capacity will be affected with increased enrolment of students from this program.

Professor Liboiron-Ladouceur noted that students will be advised on what specific courses should be taken if students want to specialize in specific areas within the discipline, and that streams within the program or concentrations may be proposed in the future. It was noted that Enrolment Services can help the Department enforce prerequisites for international students – Mr. Di Stefano suggested that the Department contact him to discuss further.

There was a query concerning the maximum length of time students could take to complete a thesis Master's program vs. a non-thesis Master's; the Chair noted that GPS would be queried. *Secretary's note:* Confirmation received from GPS [per Dr. Garcia] that full-time students have 3 years maximum to complete a Master's program – no distinction between non-thesis or thesis. The program added note indicated that students must complete this program in maximum three years. It was noted that international students needed to complete the Master's program in 2 years for visa purposes.

SCTP had minor concerns with the lack of cohesion for the revised program – lack of an element of connection for students. Also, it was mentioned that concentrations of this type of program with non-specified requirements may not be needed or possible, as students would be able to focus the content of this program on any area of specialization given the lack of specific requirements within the revised program – students choose 45 credits of complementary courses at the 500 or 600 level.

The Chair noted that the program definition that SCTP reviewed at the meeting of March 9, 2023 was approved at Senate April 19, 2023, and Senate will reconsider the definition in 2024. The revised requirements for this program may not necessarily follow the program definition approved by Senate.

SCTP requested:

- confirmation whether centrally-funded resources are being requested for this revised program; if yes, then APB needs to review a budget and the Provost's approval is required.

**NOTE:** Due to the restructuring of this program, the revised program will need to be reported to and approved by the Ministry; it may not be offered, advertised, or listed within the eCalendar until Ministry approval has been received by the University.

Revised program approved with confirmation of the need for resources and budget approval by the Provost, if applicable; it will be reported to APC for approval once the Provost has provided the budget approval, if applicable.

07.05 **OTHER BUSINESS**

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

- a) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 5 to SCTP – January 5, 2023;
- b) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 6 to SCTP – January 26, 2023;
- c) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 7 to SCTP – February 16, 2023;
- d) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 8 to SCTP – March 9, 2023.

The Chair thanked SCTP members and the Secretary for a very productive academic year with regards to thoughtful discussion on program proposals submitted to SCTP in 2022-2023. The last meeting scheduled for May 11 will have an Acting Chair if the meeting is held because the Chair will be out of town on University business. He wished the students good luck with their continued studies at McGill, and he noted that all academic members are returning for the 2023-2024 academic year. Have an enjoyable summer.

The meeting ended at 4:20 pm.