

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, May 5, 2022 at 3:00 pm via Zoom.

**PRESENT:** Madeleine Buck, Chris Buddle (**Chair**), Jaye Ellis, Claire Guyatt, Sue Laver, Arun Misra, Josephine Nalbantoglu, Cara Piperni, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**)

**REGRETS:** Andrea Di Stefano

**GUESTS:** Professor Alayne Adams, Faculty of Medicine and Health Sciences  
Professor Yu (Brandon) Xia, Faculty of Engineering

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

The Chair requested that SCTP members provide the SCTP Secretary, in writing, any suggested changes to documents in terms of grammatical errors or typos within 24 hours following the meeting in order to complete the meeting Minutes without delay.

09.01 The Agenda was approved as circulated.

09.02 The Minutes from the last meeting held April 7, 2022 were approved as circulated.

09.03 **BUSINESS ARISING**  
None.

09.04 **GRADUATE AND POSTDOCTORAL STUDIES – 21-SCTP-05-16**

Faculty of Medicine and Health Sciences, Department of Family Medicine

**M.Sc. in Family Medicine; Global Health** (45 cr.)

Professor Adams joined the meeting to present and respond to questions concerning this new program proposal. The new concentration/option of an existing program is intended to fill an urgent gap in graduate primary care research capacity in the context of escalating global health challenges including climate change, aging populations, migration, conflict, and pandemics. The proposal is a collaborative effort amongst academic staff in both family medicine and global health areas. The offering Department has strong methodological training expertise. The program will consider health equity for disadvantaged and under-served populations in Canada and globally. In response to a comment about the low expected enrolment of two or three students, Professor Adams noted that there are student financial support constraints that limit enrolment. She noted that having a concentration/option will identify the specialization of global health on student transcripts. There was a request to clarify what is meant by “community surveillance”, which is included in the first paragraph within the executive summary, to which Professor Adams responded that it refers to putting surveillance in the hands of the community – she noted that she would clarify this text within the summary. The 0.5 credit-courses contained within the “Course Titles and Descriptions” table were queried, and it was noted that this is the 1-credit spanned (D1/D2) version of the single-term course that is listed within the program requirements; Professor Adams commented that she will consult with the SCTP Secretary to correct the listing of FMED 504. It was noted that the learning outcomes specified within the executive summary were clearly written and that they were appreciated; assessing learning outcomes for all programs is important.

SCTP requested:

- clarify “community surveillance” within the executive summary;
- correct either the program requirements or the executive summary to list the same version of FMED 504 – either indicate the single-term or spanned version.

New concentration/option of an existing program approved with these changes; it will be reported to APC for review and approval once the revisions have been made.

09.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 21-SCTP-05-16 [continued]

Interfaculty Studies

**M.Eng. in Biological and Biomedical Engineering; Non-Thesis – Biomanufacturing** (45 cr.)

Professor Xia joined the meeting to present and respond to questions concerning this new program proposal. The new concentration/option of an existing program is to be completed over four semesters, and it has been created due to the strong demand from industrial and institutional partners in biomanufacturing for highly-qualified personnel in advanced industrial and process analytical technologies, along with experience in processing of biologics. Students will have the opportunity to gain hands-on biomanufacturing experience in the internship courses included in the program. There was a query concerning the inclusion of topics course BIEN 500, as the topic will change from one year to another, to which Professor Xia noted that the topics course will focus on new content related to biomanufacturing. It is intended to propose some of the topics covered in BIEN 500 as official courses for this program in the future; the topics course will be used to cover any program gaps in the biomanufacturing area. It was noted that students completing the program over four semesters will have two semesters where students will only be taking 9 credits, which means they will not have access to government financial aid. Professor Xia responded that the industrial partners may provide financial support to students by offering paid internships. The Chair commented that the program budget will be finalized by APB in time for the APC meeting. The Secretary noted that the proposed program does not meet the guidelines developed by SCTP for creating concentrations/options, as all of the required courses are the same as those in the existing program. The Chair responded that this proposal will be exceptionally accepted despite the lack of different required courses. A rationale was requested to be articulated for this exception, to which the Chair indicated the internship must be in the biomanufacturing area and that there are 12 credits of complementary courses that must also be taken in biomanufacturing. He remarked that he would review the Guidelines for Creating Concentrations/Options that were developed by SCTP. New concentration/option of an existing program approved; it will be reported to APC for review and approval.

09.05 **OTHER BUSINESS**

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

- a) 2021-2022 AP (T&AP) Report 7 to SCTP – February 17, 2022;
- b) 2021-2022 AP (T&AP) Report 9 to SCTP – March 24, 2022;
- c) 2021-2022 AP (T&AP) Report 10 to SCTP – April 7, 2022; and
- d) 2021-2022 AP (T&AP) Report 11 to SCTP – April 21, 2022.

As this is the last SCTP meeting scheduled in the 2021-2022 academic year, the Chair thanked members and the Secretary for their participation and contribution at the SCTP meetings. Appreciation and thanks were especially directed at the following members whose term of membership will end this academic year: Professor Arun Misra, Professor Hamid Etemad [the Chair noted that he will send Professor Etemad an email], and Ms. Claire Guyatt. Also, Professor Madeleine Buck announced her retirement from the University this summer – everyone wished her a very enjoyable retirement.

We look forward to seeing returning members in fall 2022.

The meeting ended at 3:57 pm.