

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, September 15, 2022 at 3:30 pm via Zoom.

**PRESENT:** Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Darlene Hnatchuk, Sue Laver, Alissa Levine, José Londono Velez, Laurent Mydlarski, Josephine Nalbantoglu, Hossein Poorhemati, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**)

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).

Legend:

APB = Analysis, Planning, and Budget within the Office of the Provost and Vice-Principal (Academic)

APC = Academic Policy Committee of Senate

CESA = Committee on Enrolment and Student Affairs of Senate

CGPS = Council of Graduate and Postdoctoral Studies

ES = Enrolment Services

GPS = Graduate and Postdoctoral Studies

MES = *Ministère de l'Enseignement supérieur*

PGSS = Post-Graduate Students' Society

SSMU = Students' Society of McGill University

Introductions were made and the Chair welcomed new and returning members; new: Professor Jason Carmichael, Faculty of Arts, Dr. Alissa Levine, Faculty of Dental Medicine and Oral Health Sciences, Professor Laurent Mydlarski, Faculty of Engineering, Mr. Hossein Poorhemati, *Acting* PGSS student representative, Mr. José Londono Velez, SSMU student representative, and Ms. Darlene Hnatchuk, Student Services.

Associate Provost Buddle explained that SCTP is a subcommittee of APC. He reviewed the different types of business SCTP members can expect throughout the academic year: new program proposals, major program revision proposals, courses taught by/with another institution, and a complete change to the modality of an existing course/program, and he commented on the importance of why SCTP reviews these proposals. He discussed the approval process and the different levels of review by various committees, such as Faculty Curriculum/Academic Committee, CGPS, APC, Senate, and the Québec Ministry. SCTP's main role is to provide an in-depth review of proposals and to make revisions according to McGill policies and how requirements are presented [a clean-up of proposals], which is not necessarily done at previous approval stages. This in-depth review allows APC to cover all of the business that is under their purview without having to revise the program proposals reported to them by SCTP [for APC's Term of Reference, see their Web page at: [www.mcgill.ca/apc](http://www.mcgill.ca/apc)]. SCTP has a variety of members: academics, students, and resource staff – each bringing their own expertise/skills, interest in the program subject/discipline, and perspective that leads to a variety of questions on proposals. Some pages of the proposals will require more detailed scrutiny than others; minor corrections such as typos and grammatical errors should be communicated to the SCTP Secretary (Cindy Smith) via email no later than 24 hours following the meeting. Guests are usually invited to SCTP to present new programs, which gives SCTP members the opportunity to ask detailed questions about a proposal. Other proposals submitted for approval, which are approved by the SCTP Chair that are not reviewed by SCTP members, are as follows: minor/moderate program revisions, program retirements, new and revised courses, which also include course retirements. The SCTP Secretary will produce a summary report that consists of all proposals submitted to a specific SCTP meeting date that have been reviewed by the Associate Provost (Teaching and Academic Programs) – SCTP Chair and his staff, approved [or not] on behalf of SCTP, and requested corrections/comments will be recorded within the report. The completed report is then sent to Faculties/Schools as follow-up and reported to SCTP meetings for information only. In response to a query from a new SCTP member, the Chair indicated that SCTP can certainly reject a proposal – it does not happen often, as the Chair will meet with proposers to discuss issues and to suggest revisions.

01.01 The Agenda was approved as circulated.

01.02 The Minutes from the last meeting held May 5, 2022 were approved as circulated.

**01.03 BUSINESS ARISING**

None.

**01.04 GRADUATE AND POSTDOCTORAL STUDIES – 22-SCTP-09-02**

Interfaculty Studies/Integrated Program in Neuroscience

NEUR 705 Responsible Research Conduct (0 cr.)

Revisions consisted of: modality – from offered on campus to only offered online, change in course activity/schedule type from “Lecture” to “Web Course”.

In response to a query concerning the lack of offering Faculty Curriculum/Academic Committee approvals, the Dean of GPS indicated that the course is offered by Interfaculty Studies [IFS] that reports to the Dean of GPS; therefore, she has indicated IFS approval on the memo. The Chair confirmed that SCTP does not need to be concerned with available resources for offering this course online.

Revisions noted; the proposal will be forwarded to ES and APB for information, and the course will be reported to APC for information.

Faculty of Medicine and Health Sciences, Department of Biochemistry

**M.Sc. in Biochemistry; Chemical Biology** (45 cr.)

Revisions consisted of: program credit weight decreased, program description, a single-term required course replaced with spanned versions of the same course, required courses added, required credits increased, a required-course note added, complementary courses deleted, how complementary courses chosen revised, complementary credits decreased, a program note revised.

SCTP requested:

- correct the existing program description to read “None” – there is no program description listed within the program section of the eCalendar;
- submission to SCTP by the Faculty of Medicine and Health Sciences of the course revision proposals that revise credits for BIOC 610 and BIOC 611 for approval – these have not been received.

Revised program approved once SCTP approves the course revision proposals; it will be reported to APC for information only and the Ministry will be informed.

**01.05 INFORMATION FOR SCTP MEMBERS 2022-2023 – 22-SCTP-09-01**

This document was circulated for information only. The Chair encouraged SCTP members to read the information contained within the brief document. Any questions may be sent to the Chair or Secretary.

**01.06 OTHER BUSINESS**

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

a) 2021-2022 AP (T&AP) Report 12 to SCTP – May 5, 2022.

The meeting ended at 4:06 pm.