

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, October 12, 2023 at 3:30 pm in Room 388 of the Macdonald Engineering Building.

PRESENT: Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Alissa Levine, Laurent Mydlarski, Josephine Nalbantoglu, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), David Stephens

REGRETS: Darlene Hnatchuk

Information on SCTP Course and Program Guidelines and past SCTP meeting Minutes/Notes/Reports may be found at www.mcgill.ca/sctp. Current eCalendars may be found here: <https://www.mcgill.ca/study/2023-2024/>.

Legend:

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

APC = Academic Policy Committee of Senate

APTAP = Associate Provost (Teaching and Academic Planning)

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 - new academic member: Professor David Stephens, Faculty of Science. The SSMU student member has still not been obtained; however, a PGSS student representative has been named – I am just awaiting their confirmation on availability to attend the SCTP time slot.

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.

01.01 The Agenda was approved as circulated.

01.02 The Notes from the last electronic review held May 11, 2023 were approved as circulated.

01.03 **BUSINESS ARISING**

None.

01.04 **WELCOME AND INFORMATION FOR SCTP MEMBERS – 23-SCTP-10-01**

The Chair welcomed returning and new members to the first meeting of the academic year. He noted that member responsibility is to make every effort to attend scheduled meetings and to review meeting documents prior to the meeting. The Chair outlined which documents are actually reviewed at SCTP meetings, and the documents that are reviewed and approved by the SCTP Chair and his Associate Director, Julie Degans, on behalf of SCTP [the Secretary to SCTP now reviews and approves course and program retirements on behalf of SCTP]. A revised approval process for certain program proposals, as initiated last spring by the SCTP Chair, is still in progress because the Ministry informed the APTAP Office that they are revising their guidelines on what they consider major vs. minor program revisions; for now, the usual practice remains in place. As soon as the guidelines are received by the APTAP Office, this information will be disseminated to SCTP members and the SCTP Faculty Contacts. It was noted that the number of SCTP meetings has decreased to once a month – we will see how well this works for this academic year, and we'll reconsider the 2024-2025 schedule if needed. The information for SCTP members consisted of helpful links to various resources needed for course and program reviews and approvals.

01.04 WELCOME AND INFORMATION FOR SCTP MEMBERS – 23-SCTP-10-01 [continued]

The Chair also discussed recent past reviews undertaken by SCTP, and suggested topics of future discussions/projects that SCTP may consider, namely:

- Standardizing internship courses [credit weight, principles, framework];
- Review of the McGill Guidelines on Creating Concentrations/Options – in addition to what is on today's agenda for consideration;
- Program learning outcomes – how these can be incorporated into the new solution for the course and program Calendars;
- Indigenous considerations in course and program proposals.

It was suggested that SCTP consider inviting the following guests to a future meeting for discussion on some of these projects:

- Gillian Nycum, University Registrar and Executive Director – ES; new solution for the Calendars, in order for SCTP to provide official feedback on the new publication title;
- Professor Geraldine King; Indigenous considerations.

01.05 CHAIR'S TOPIC OF DISCUSSION: MCGILL GUIDELINES ON CREATING CONCENTRATIONS/OPTIONS – 23-SCTP-10-02

Feedback from some Deans on these guidelines suggested that SCTP reconsider allowing academic units to propose concentrations/options of Ph.D./doctoral programs, as point 5 in the current guidelines states “No concentration/option may be proposed for doctoral/Ph.D. programs, as the dissertation may focus on a related sub-topic/subject of the discipline/program.”

The argument being that a concentration/option of a Ph.D./doctoral program would provide breadth and depth of a subtopic of the subject of the program. It was stated that students want to see the designation of the concentration/option [e.g., title] on their transcript, to which an SCTP member commented that the title of the dissertation and resulting publications make the specialization of a Ph.D./doctoral program obvious. It was noted that McGill's Ph.D./doctoral programs are 0 credits, and most of these programs are not heavy in course credits [most are research based].

The graduate Environment concentrations/options are offered by many academic units in various faculties/schools at both the Master's and Ph.D. levels; this type of program is intended to create cohorts of students from across disciplines and pull students together in the environment courses.

Following discussion, the SCTP Chair agreed that he will draft some wording to revise the guidelines to set parameters for allowing concentrations/options of Ph.D./doctoral programs to be proposed in future. It was suggested that some examples of existing concentrations/options of Ph.D./doctoral programs be provided for SCTP members. Also, to avoid McGill listing obsolete programs in the eCalendar [that are no longer offered], SCTP consider a program retirement exercise in the near future. The Secretary noted that she tries to ensure that notes added to the program section of the eCalendar that indicate a program is not currently offered not remain for more than two years; following two years, ES is asked [by the SCTP Secretary] to remove the note from the program listing in the eCalendar [if the unit does not wish to continue to offer the program they will be asked to formally retire it via a duly-approved program retirement proposal].

For review at a future SCTP meeting.

01.06 FACULTY OF ARTS – 23-SCTP-10-03

Faculty of Arts Online Courses Policy

The Chair noted that the revised policy is not for SCTP approval but, rather, for information and visibility. The policy was revised to specify that it applied to courses not taught by an academic unit at McGill, and the wording was clarified that these course credits would count only as electives towards the degree. A comment was made that online learning was questionable for the best learning scenario. SCTP had no objections to this revised policy.

01.07 DESAUTELS FACULTY OF MANAGEMENT– 23-SCTP-10-04

As per section 01.04 of these Minutes, revisions to a program's overall credit weight will continue to be considered as major revisions, and reviewed at SCTP meetings, until the University hears otherwise from the Ministry.

NOTE: The Ministry will need to approve the following major program revisions – they may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.

B.Com.; Honours in Investment Management (87 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased. Revised program approved; it will be reported to APC for information only.

B.Com.; Major in Accounting (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased. Revised program approved; it will be reported to APC for information only.

B.Com.; Major in Business Analytics (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased. Revised program approved; it will be reported to APC for information only.

B.Com.; Major in Economics for Management Students (69 cr.)

Revisions consisted of: program credit weight increased, a required course added, a required subheading revised, required credits increased.

SCTP requested:

- remove the credits from the subheading “Major” under required courses – these credits are part of the 51 credits of required.

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

B.Com.; Major in Finance (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, a required subheading revised, required credits increased.

SCTP requested:

- remove the credits from the subheading “Major” under required courses – these credits are part of the 60 credits of required.

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

B.Com.; Major in Information Technology Management (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased. Revised program approved; it will be reported to APC for information only.

B.Com.; Major in International Management (84-90 cr.)

Revisions consisted of: program description, program credit weight increased, a required course added, required credits increased.

SCTP requested:

- update description so that the program's range of credits is correct.

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

B.Com.; Major in Managing for Sustainability (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased. Revised program approved; it will be reported to APC for information only.

01.07 **DESAUTELS FACULTY OF MANAGEMENT– 23-SCTP-10-03** [continued]

B.Com.; Major in Marketing (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased.
Revised program approved; it will be reported to APC for information only.

B.Com.; Major in Mathematics and Statistics for Management (72-75 cr.)

Revisions consisted of: program description, program credit weight increased, a required course added, required credits increased.

SCTP requested:

- revise the description to indicate at the end “This program may be completed in 72 or 75 credits.”

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

**PENDING MINISTRY’S APPROVAL OF THE NEW PROGRAM TITLE – as approved by SCTP
February 16, 2023**

B.Com.; Major in Organizational Behaviour and Human Resources (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased.
Revised program approved; it will be reported to APC for information only.

B.Com.; Major in Retail Management (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased.
Revised program approved; it will be reported to APC for information only.

B.Com.; Major in Strategic Management (72 cr.)

Revisions consisted of: program credit weight increased, a required course added, required credits increased.

SCTP requested:

- correct the last group of complementary courses in both existing and proposed columns to read “0-12 credits from the following:”, as indicated within the eCalendar.

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

01.08 **OTHER BUSINESS**

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

- a) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 9 to SCTP – March 23, 2023;
- b) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 10 to SCTP – April 6, 2023;
- c) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 11 to SCTP – April 20, 2023;
- d) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 12 to SCTP – May 11, 2023.

The meeting ended at 4:26 pm.