

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, December 1, 2022 at 3:30 pm in Room 302 of the James Administration Building.

**PRESENT:** Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Sue Laver, Alissa Levine, Laurent Mydlarski, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), Scott Sugden

**REGRETS:** Darlene Hnatchuk, José Londono Velez, Josephine Nalbantoglu

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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 SCTP 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.

03.01 The Agenda was approved as circulated.

03.02 The Minutes from the last meeting held October 6, 2022 were approved as circulated.

**03.03 BUSINESS ARISING**

None.

**03.04 SCHOOL OF CONTINUING STUDIES – 22-SCTP-12-04**

**Professional Development Certificate – Program Definition**

Effective 202301, the School proposes a revision to the general assessment guidelines for the professional development certificate program definition so that the minimum attendance of 75% in all courses for these programs is removed. The existing attendance requirement conflicts with the University Student Assessment Policy. In response to a query concerning the effective term, Dr. Laver reassured that there was sufficient time for this revision to come into effect, as students have not yet received course outlines for the 202301 courses in the professional development certificate programs offered by the School.

SCTP requested:

- revise the effective term sentence to remove “admission” and indicate “assessment”.

Revised general assessment guidelines for this program type approved with this change; the revision will be reported to APC for information only.

**03.05 GRADUATE AND POSTDOCTORAL STUDIES – 22-SCTP-12-05**

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

**M.Sc.(A.) in Physical Therapy; Non-Thesis (61-62 cr.)**

Program revisions consisted of: program credit weight decreased, program description, credit weight decreased for some required courses, credit weight increased for a required course, required credits decreased, complementary-course note revised, elective-course section added, elective credits revised, how elective credit chosen indicated.

SCTP requested:

- revise the program description to indicate “Non-Thesis” in program title; also, rewrite the description so that the subject of the program is well described, and the focus/subject of the program is clearly stated; remove referral to the courses, delete second-to-last sentence, and revise last sentence to read “... The program can be completed in 61 or 62 credits.”

**NOTE:** The Ministry may need to be informed about the program credit weight change – the program may not be offered, advertised, or listed within the eCalendar until final Ministry confirmation has been received by the University or it is confirmed that the change to the program credit weight does not require the Ministry’s approval.

For SCTP review via email.

03.05 **GRADUATE AND POSTDOCTORAL STUDIES** – 22-SCTP-12-05

Faculty of Medicine and Health Sciences [continued]

Ingram School of Nursing

**Graduate Certificate in Neonatal Nurse Practitioner** (24 cr.)

Program revisions consisted of: program title, program credit weight increased, program description, required courses added, title revised for some required courses, credit weight revised for a required course, required credits increased.

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

Due to the program title change, the following program is being retired: **Graduate Certificate in Theory in Neonatology** (15 cr.).

**M.Sc.(A.) in Advanced Nursing; Non-Thesis – Nursing Services Administration** (48 cr.)

Program revisions consisted of: program credit weight decreased, program description, required courses deleted, required courses added, title revised for some required courses, required credits decreased, two streams added to complementary courses, complementary courses deleted, complementary courses added, how complementary courses chosen revised, complementary credits increased.

SCTP requested:

- clarify the rationale/executive summary to explain the intensity of program advising required and elaborate on the three project courses within the Research Stream: explain if this is one large project or three individual projects that students complete;
- correct title for new course NUR2 600 in either the program proposal or the course proposal, as these titles are not the same;
- correct title for NUR2 617, as that course revision proposal was withdrawn because no course revision/retirement proposal was concurrently submitted for NUR2 618.

**NOTE:** The Ministry may need to be informed about the program credit weight change – the program may not be offered, advertised, or listed within the eCalendar until final Ministry confirmation has been received by the University or it is confirmed that the change to the program credit weight does not require the Ministry's approval.

For SCTP review via email.

03.06 **CHAIR'S TOPIC OF DISCUSSION:** Review of SCTP Composition – 22-SCTP-12-06

There was a query at the APC meeting of October 20, 2022 concerning the SCTP composition and why SCTP did not have an academic representative from each faculty. Before the Chair responds formally to APC, he asked SCTP members their opinion on this. Opinions were discussed and SCTP agreed that a smaller committee is more effective and productive for the type of review conducted by SCTP at meetings; the proposers of new programs are invited to present at SCTP and there is usually a very in-depth and healthy question and answer period between members and guests; faculty/school curriculum/academic meetings are the most appropriate committees to review their proposals in-depth before submission to SCTP; many University committees include Faculty representatives, but this does not necessarily require that each Faculty needs representation – in general, Faculty representatives are well positioned to speak to the interests and perspectives of academics in general and not just that of the Faculty to which they belong; as SCTP is a subcommittee of APC, SCTP reports all proposals reviewed at SCTP meetings for APC discussion and approval and APC has representation from each Faculty/School. The Chair informed SCTP members that he and the Secretary, who are responsible for obtaining SCTP members, do not always receive a full slate of nominations from Deans. The process is that the Chair informs Deans of the qualifications required to be an effective academic member of SCTP, and often nominations received do not have pertinent experience or they are unavailable to serve for a 3-year term. The Chair ensures to alternate representation from smaller and larger faculties whenever possible according to nominations received.

### 03.07 OTHER BUSINESS

The following documents was received by SCTP – there were no queries for the first two items, but there was discussion concerning the third document.

- a) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 1 to SCTP – September 15, 2022;
- b) **FOR INFORMATION:** 2022-2023 AP (T&AP) Report 2 to SCTP – October 6, 2022;
- c) **FOR INFORMATION:** Revised Course Pass/Fail Policy.

The Chair informed SCTP members that CESA, at its meeting in May 2022, approved revisions to the Pass/Fail Policy for courses [revised policy may be found in the second edition of the 2022-2023 eCalendar:

[https://www.mcgill.ca/study/2022-](https://www.mcgill.ca/study/2022-2023/university-regulations-and-resources/undergraduate/gi-grading-and-grade-point-averages)

[2023/university regulations and resources/undergraduate/gi grading and grade point averages](https://www.mcgill.ca/study/2022-2023/university-regulations-and-resources/undergraduate/gi-grading-and-grade-point-averages)]. One of CESA's roles is to review transcript and admission issues/requirements. Effective September 2022, SCTP approval is required for any course that is to change from a letter/percentage grade to a Pass/Fail [P/F] grade. In the past, academic units/instructors only informed Records staff within ES when the grading for their course was changed to P/F – this information is needed for transcript purposes. There was confusion in some academic units concerning the Satisfactory/Unsatisfactory [S/U] grade and the P/F grade, particularly during the COVID-19 pandemic [the S/U grade is chosen by the student while the P/F grade is decided by the instructor or program committee]; it is hoped that with formal approval of the change, the confusion will be alleviated. The Chair explained the approval process as: he will receive the change requests in reports from faculties to AP (T&AP) and approve them on behalf of SCTP, and this approval will be noted in the Reports from AP (T&AP) to SCTP, which are sent to SCTP meetings for information only, that are completed by the SCTP Secretary. In response to a query concerning whether academics can apply the P/F grade themselves within Minerva, the Chair indicated that he was not sure of this and that he would follow-up on this point. A comment was made that P/F is sometimes applied to only some sections of the same course but not all. The Chair requested that Mr. Di Stefano provide him with some examples of the courses that do this. Also, the Chair asked that Mr. Di Stefano confirm who within ES needs to receive the SCTP-approved request to change a course's grade to P/F. The Chair will consider other routes of communication to inform the academic units of this change in policy. The Secretary noted that she has circulated the revised policy to the SCTP Faculty Contacts for circulation to their academic units, and she also discussed this policy change at the November 2022 meeting of CGPS.

The Chair and Secretary wished everyone a wonderful, restful, and enjoyable holiday season - all the best in the new year. We look forward to seeing members in January!

The meeting ended at 4:28 pm.