Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, December 6, 2018 at 3:00 pm in Room 302 of the James Administration Building.

PRESENT: Jacquie Bede, France Bouthillier, Bryan Buraga, Michael Fronda, Wajih Jawhar, Fabrice Labeau (Chair), Sue Laver, Cara Piperni, Carolyn Samuel, Cindy Smith (Secretary to SCTP), Joe Sullivan, Amy Szuchmacher Blum

REGRETS: Fiona Lees

GUESTS: Professor Beste Kucukyazici, Desautels Faculty of Management
Dr. Adrian Dancea, Faculty of Medicine
Professor Chris Ragan, Faculty of Arts
Professor Milica Popovich, Faculty of Engineering

OBSERVER: Ms. Maggie Do Couto, GPS

Introductions were made, and the Chair welcomed new member: Mr. Wajih Jawhar, PGSS student representative.

02.01 The Agenda was approved as circulated.

02.02 The Minutes from the meeting held October 18, 2018 were approved as circulated.

02.03 **BUSINESS ARISING**
a) Chair's Topic of Discussion: Creating Guidelines for Proposing Concentrations/Options
This item of discussion was deferred until the next meeting, as the meeting went past 5:00 pm.

b) School of Continuing Studies – 18-SCTP-10-01REVISED
Department of Career and Professional Development
Professional Development Certificate in Executive Production in Creative Industries (26 CEUs)
The Department decided that this would not be a bilingual program, therefore, a language requirement was not added to the revised proposal.
New program approved; it will be reported to APC for approval.

02.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 18-SCTP-12-06
Desautels Faculty of Management
Graduate Certificate in Healthcare Management (15 cr.)
Professor Kucukyazici and Dr. Dancea joined the meeting to briefly present and respond to questions concerning this new self-funded program. The program will provide clinicians and healthcare professionals with a range of managerial skills that are not currently met by existing programs. The targeted professionals would not necessarily have the time to complete a Master's program. Healthcare professionals need the skills to take on leadership roles, which current medical curriculum covers only at an introductory level. Some courses will be offered online, which SCTP noted could jeopardize U.S. government aid for some students taking this program. It was advised that the proposers consult with Ms. Piperni, Scholarships and Student Aid, concerning government aid issues.
SCTP requested:
• submit new course proposal forms for ACCT 645, BUSA 647, MGSC 641, MGSC 642, ORGB 643, and ORGB 644; these proposals should have been submitted to APB for review and approval for the December 6 SCTP meeting date [these need to be reported to APB for the January 10 SCTP meeting date - deadline is December 18];

02.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 18-SCTP-12-06
Desautels Faculty of Management
Graduate Certificate in Healthcare Management (15 cr.)
SCTP requested: [continued]
• revise program description to focus on the program subject and not the audience/students, so that it reads "The Graduate Certificate in Healthcare Management focuses on managerial skills needed to positively impact the quality, efficiency and fiscal responsibility of healthcare delivery. This includes: leading transformation, financial accounting and analysis, leading and managing people, conflict resolutions and negotiations, process analysis in healthcare settings, managing and improving quality in healthcare systems, and health management. The program will be offered in collaboration with the Faculty of Medicine."
New program approved with these changes and pending submission of the six new course proposals; it will be reported to APC for approval once APB has approved the new courses.

Faculty of Arts/Max Bell School of Public Policy
Master of Public Policy; Non-Thesis (45 cr.)
Program revisions consisted of: program description, required courses deleted, required courses added, title changed for some required courses, required credits decreased, complementary courses deleted, complementary courses added, how complementary courses chosen revised, complementary credits increased.

Professor Ragan joined the meeting to briefly present and respond to questions concerning the revisions made to the self-funded program that received Ministry approval in April 2018. It will focus on the policy process and its complexities with practical courses instead of theory. The courses have been designed to be shorter, more intensive, so that the program may be completed within 11 months. In response to a query concerning the consultation received from the Chair of the Department of Political Science, Professor Ragan responded that not all of the course syllabi are completed at this time, so they have not been provided to the Chair of Political Science as she requested. The Chair of Political Science commented that the amount of potential overlap could not be determined by the brief course titles and descriptions that were sent to her for consultation. SCTP felt that it was unlikely that students in Political Science would take the Public Policy courses, but it was noted that students can do two Master programs. The SCTP Chair commented that he would contact the Chair of Political Science to discuss her concerns.

SCTP was concerned that the new program's requirements were already posted on the School's Web page and these did not match the requirements listed within the GPS eCalendar, which is a legal document with students. The listing of new programs or program revisions on any Web pages before final approval goes against the University's policy. The revised requirements should only be advertised following APC's approval. SCTP was concerned that students registered for the original program that is listed within the eCalendar will not be aware of the revised program requirements.

Secretary's note: The following information is listed for this program within the eCalendar "NOTE: This program is not offered in 2018-2019 and is currently under revision for 2019-2020."
SCTP requested:
• SCTP members requested that the Secretary circulate the course proposals to them for information;
• SCTP member Dr. Laver suggested that Professor Ragan consult with her regarding the content of new course PPOL 641, as a one-week course on rhetoric could be difficult to create.
Approval of this revised program is pending a definitive consultation from the Chair of the Department of Political Science – once done, the SCTP Chair will either conduct an electronic vote or discuss this proposal at another SCTP meeting.

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02.04 **GRADUATE AND POSTDOCTORAL STUDIES** – 18-SCTP-12-06 [continued]
Faculty of Engineering/Department of Electrical and Computer Engineering
M.Eng. in Electrical Engineering; Non-Thesis (45 cr.)
Program revisions consisted of: program description, required research project courses deleted, required courses added, required credits decreased, complementary courses added, how complementary courses chosen revised, complementary credits increased.

Professor Popovich joined the meeting to briefly present and respond to questions concerning the program revisions. The change from a project to a course-based professional Master's program is motivated by the challenge of securing project supervisors. The revised program will meet the needs of industry, and it is consistent with what is offered by other universities. Research-program status is retained.
SCTP requested:
• revise proposed description to read: "The … towards professionals than the Master's thesis program. The program provides … The structure allows students to complete …";
• delete from box 7.0, proposed column, the sentence on full-time students, as it is not needed.
NOTE: The Ministry will need to be queried whether these revisions constitute a new program, as more than 1/3 of credits are being revised.
Revised program approved with these changes; it will be reported to APC for approval.

02.05 **FACULTY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES** – 18-SCTP-12-07
Farm Management Technology Program (85.67 CEGEP credits)
The Chair explained that the report on this CEGEP-level program that is offered by the Faculty of Agricultural and Environmental Sciences was requested by the previous SCTP Chair, former Deputy Provost Dyens, following discussion with Provost Manfredi. The Faculty was asked to submit to SCTP, for information, every 3 years a brief report on the program's: requirements, what it accomplishes, how it has changed over the years [and why], and graduation statistics. The Chair commented that graduation statistics for this program were higher than the norm for other CEGEP programs. SCTP members had no questions or comments.
This report will be submitted to APC for information only.

02.06 **CHAIR'S TOPIC OF DISCUSSION: STREAMLINING SCTP'S BUSINESS**
The Chair shared with SCTP members recent comments received from Deans concerning the length of time for program approval. The Chair queried if members thought it possible to streamline any part of the review done by SCTP. Discussion ensued on the possibility of having continuous virtual approval of proposals and holding electronic votes of non-controversial proposals, with members providing the Secretary with corrections/suggested changes by email, and bringing problematic proposals to a future meeting. SCTP members did not believe SCTP contributed to the approval delay of proposals, and they appreciated face-to-face meetings, and the importance of maintaining them. Members learn much about courses and programs at these meetings, and they prefer the status quo. The Chair suggested that two SCTP meetings be scheduled per month in the next academic year, which was well received by members; it was suggested that one of the monthly meetings be used for topics of discussion. It was suggested that more details of the delays be obtained from the Deans, as it was felt that much delay takes place at the departmental or faculty level [according to approval meeting dates on proposals].

SCTP suggested that department Chairs be aware of proposal content and rationales, so they are submitted to SCTP requiring fewer changes.

02.07 **OTHER BUSINESS**
The following documents were received by SCTP – there were no queries.
a) 2018-2019 ES Report 2 to SCTP October 18, 2018
b) 2018-2019 ES Report 3 to SCTP November 8, 2018

The meeting ended at 5:03 pm.