Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, December 7, 2023 at 3:00 pm in Room 301 of the James Administration Building.

PRESENT: Chris Buddle (**Chair**), Jason Carmichael, Andrea Di Stefano, Jaye Ellis, Darlene Hnatchuk, Harsimran Kapoor, Laurent Mydlarski, Carolyn Samuel, Cindy Smith (**Secretary to SCTP**), David Stephens

REGRETS: Alissa Levine, Josephine Nalbantoglu

GUESTS: Dr. Liliana Araújo and Associate Dean Andrea Creech, Schulich School of Music
Professor Benoit Champagne and Mr. Gary Ng, Faculty of Engineering

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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. Current eCalendars may be found here: https://www.mcgill.ca/study/2023-2024/.

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.

03.01   The Agenda was approved as circulated.

03.02   The Minutes from the last meeting held November 9, 2023 were approved as circulated.

03.03   **BUSINESS ARISING**
The Chair noted that he plans to include on the Agenda for the next meeting a discussion item on the review of internship courses, if there is a relatively light agenda – the SCTP Secretary has compiled examples of various McGill courses currently offered. Also, he noted that Professor Geraldine King will attend the next SCTP meeting to discuss Indigenous curriculum and pedagogy.

03.04   **SCHULICH SCHOOL OF MUSIC** – 23-SCTP-12-05
Department of Music Research
B.Mus.; Minor in Applied Performance Sciences (18 cr.)
Dr. Araújo and Associate Dean Creech joined the meeting to present the new program proposal and to respond to questions from SCTP members. The area of applied performance sciences is a growing field within music, and the Schulich School of Music would be one of the first schools in North America to offer such a program within the B.Mus. degree. Current students within the School that were surveyed ranked mental, emotional, and physical wellness as the top health and wellbeing topics for their program. The importance that music students place on learning about wellness is high, and the School's need to educate their students on these topics is also high. The growing area has attracted much student interest, and this area was the highlight at the School's most recent open house.

In response to a query concerning no request for centrally-funded resources, Associate Dean Creech noted that the Chairs of the offering units of the Music courses had no concerns about additional students in the existing courses. The program will increase student enrolment, and it was mentioned that the existing Ph.D. program offered by the School has been revised to include "Applied Performance Sciences" as a potential area of focus [approved by APTAP on behalf of SCTP September 14, 2023].

The Chair noted that he is awaiting APB's review of a streamlined budget for this new program.
SCTP requested:
• remove underling from required courses MUGT 350 and MUGT 405 – underlining is used for program revisions only;

03.04   **SCHULICH SCHOOL OF MUSIC** – 23-SCTP-12-05
Department of Music Research
B.Mus.; Minor in Applied Performance Sciences (18 cr.)
SCTP requested: [continued]
• indicate the credit weight for complementary course MUPD 475;
• remove course numbers and titles from program note that refers to MUGT 475, MUPD 476, and MUPG 475 – revise it to simply read "*Focus of the project must be relevant to applied performance sciences";
• remove ** from courses and remove the corresponding note – this is information that belongs in course content, not the program – course revision proposals may be needed to add a restriction or a note to supplementary info;
• revise last note to ** and adjust the related courses;
• the first paragraph of the executive summary indicates that the two existing required courses are "consistently oversubscribed", therefore, SCTP would like confirmation on how the School will ensure sufficient space for students in this new program – if a restriction or a note in supplementary info is needed for these two courses, then course revision proposals will be required for MUGT 205 and MUPG 300;
• confirmation from APB on whether they will need to review a complete budget for this new program.
New program approved; it will be reported to APC for final approval once the revised proposal and confirmation from APB are received.

03.05   **GRADUATE AND POSTDOCTORAL STUDIES** – 23-SCTP-12-06
Faculty of Engineering/Department of Electrical and Computer Engineering
M.Eng. in Electrical Engineering; Non-Thesis – Applied Artificial Intelligence (45 cr.)
Professor Champagne and Mr. Ng joined the meeting to present the new concentration/option of an existing program proposal and to respond to questions from SCTP members. Artificial intelligence (AI) is becoming increasingly popular in the digital world, and Montreal is a hub of AI. The new concentration/option is designed to provide advanced education and training in applied AI. The SCTP Chair noted that the Provost's budget approval was obtained last spring when the offering Department revised their existing M.Eng. in Electrical Engineering; Non-Thesis program. It was noted that in 2024, the Department hopes to enrol 45 students in the revised program, while 15 students will hopefully be admitted to the new concentration/option by 2025; there is some flexibility with these enrolment numbers.

In response to a query on whether the proposers considered having the ethics course, which is listed in the complementary courses, included as a required course, Professor Champagne indicated that there was much consideration and discussion related to this with variation on agreement.

SCTP agreed that the breakdown of the three groups of complementary courses should be made clearer by indicating the subject of each group instead of referring to them as Group A, B, C – it is especially important to have this information included in the eCalendar so students are well informed when choosing their courses.

There was rich and robust discussion on whether SCTP would be the appropriate committee to request that the ethics course be moved to the list of required courses or that a current required course be revised to include content on ethics. SCTP felt strongly that the ethics course be included in the required courses due to the increasing issues that AI is causing in society; therefore, SCTP strongly recommends that the proposers reconsider adding the ethics course to list of required courses.
SCTP requested:
• indicate long [calendar] title for ECSE 679D1/D2, N1/N2;
• rename the three groups of complementary courses to be more informative about the subject of the courses;
• proposers reconsider adding the ethics course to the list of required courses due to its importance in this field;
• consider including additional COMP courses offered by the School of Computer Science, especially those included within the consultation provided.
New concentration/option of an existing program approved; it will be reported to APC for final approval once the revised proposal has been received [and responses from proposers to any requested changes not completed].

03.06   **OTHER BUSINESS**
The following document was received by SCTP – there were no queries.
a) **FOR INFORMATION**: 2023-2024 AP (T&AP) Report 2 to SCTP – October 12, 2023.

Happy Holidays to all – we look forward to seeing you in 2024!

The meeting ended at 3:55 pm.