

Minutes of a meeting of the **APC Subcommittee on Courses and Teaching Programs (SCTP)** held Thursday, April 4, 2024 at 3:00 pm via Teams.

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

REGRETS: Josephine Nalbantoglu

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.

07.01 The Agenda was approved as circulated.

07.02 The Minutes from the last meeting held **March 14**, 2024 were approved with the following correction/clarification:

- item 06.04 Graduate and Postdoctoral Studies – 23-SCTP-03-14, new **Graduate Diploma in Oral Medicine** proposed by the Faculty of Dental Medicine and Oral Health Sciences – it was noted that Assistant Dean Samim indicated the lower enrolment is intentional due to a lack of dental chairs and clinical space at the Faculty.

07.03 **BUSINESS ARISING**

None.

Secretary's note: The Ingram School of Nursing graduate-level course and program proposals submitted to the January 11, 2024 SCTP meeting date are no longer pending final approval – omitted course proposals were submitted to APTAP for April 4, 2024; all of these proposals have now been reported to APC for information only.

07.04 **FACULTY OF ENGINEERING** – 23-SCTP-04-17

Department of Bioengineering

B.Eng. in Bioengineering (142-143 cr.)

Program revisions consisted of: program credit weight revision [from 142-152 credits], program-credit breakdown revised, Freshman-course text revised, some complementary courses moved from one list to another, how complementary courses chosen revised, elective-course section deleted, elective credits decreased.

The SCTP Chair noted that while the revisions to the program are relatively minor, any adjustment to a program's credit weight does require that his Office report the changes to the Ministry.

The program revisions are mostly because the CEAB [Canadian Engineering Accreditation Board] is now granting those students from CEGEP accreditation units for their prior studies.

NOTE: The Ministry will need to be informed about the revised program credit weight. The **revised** program may not be offered, advertised, or listed within the eCalendar until final Ministry approval has been received by the University.

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

07.05 **DESAUTELS FACULTY OF MANAGEMENT – 23-SCTP-04-18**

M.B.A.; Non-Thesis – General Management (48 cr.)

The SCTP Chair noted that this has been reported to SCTP for information only. The Faculty will offer this existing self-funded program to students at the Zhejiang University in Hangzhou, China. The Faculty has done their due diligence with this offering and has had discussions with the Office of Global Engagement and Legal Services.

The Secretary noted the importance of this type of offering to come through SCTP – faculties should not be contacting Enrolment Services staff directly for the creation of program codes; ES staff are not aware of the status of such offerings if the appropriate paperwork does not come to them from the usual source: SCTP or staff from the APTAP Office.

SCTP requested:

- confirmation whether students taking this McGill program in China will be considered McGill students.
- No reporting to APC is required.

07.06 **2024-2025 DRAFT SCTP MEETING SCHEDULE – 23-SCTP-04-19**

This document was received by SCTP – there were no comments or queries.

Members requested to receive the Outlook meeting invitations for next year’s meetings in advance.

07.07 **OTHER BUSINESS**

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

- a) **FOR INFORMATION:** 2023-2024 AP (T&AP) Report 6 to SCTP – February 1, 2024.

The meeting ended at 3:15 pm.