

Minutes of a meeting of the APC Subcommittee on Courses and Teaching Programs (SCTP) held at 3:00 p.m. in Room 160, Arts Building, **Thursday, December 2, 2010.**

PRESENT: Benoit Champagne, Charlotte Légaré, Morton J. Mendelson (Chair), Bruce Minorgan, Michael Ngadi, David Ragsdale, Catherine Ready, Cindy Smith (Secretary), Penny Toliopoulos, Desmond Tsang

REGRETS: Fiona Lees

GUEST: Dr. James Archibald, Centre for Continuing Education

03.01 The Agenda was approved as circulated.

03.02 The Minutes, as circulated, were approved for the meeting held October 14, 2010.
The Notes, as circulated, were approved for the electronic review held November 18, 2010.

03.03 **BUSINESS ARISING**
None.

03.04 **CENTRE FOR CONTINUING EDUCATION – 10-SCTP-12-05**

Department of Translation Studies

Graduate Certificate in Professional Communication; Spanish (18 cr.)

Dr. Archibald joined the meeting to briefly present, and respond to questions concerning, this new Graduate Certificate. It was queried why this new program was being proposed above the normal 15 credits for this type of program. [*Secretary's note:* The University's definition of a Graduate Certificate = "second-cycle program of fewer than 30 but no less than 15 credits, which has as a prerequisite an undergraduate degree and it must be approved by Graduate Studies"]. Dr. Archibald responded that 15 credits is not sufficient for the multiple levels of language taught and the various communications [verbal, written] that will be studied.

SCTP's requested changes:

- revise program description to indicate students need appropriate knowledge/level of Spanish;
- page 3 of supporting document, Residency Requirements paragraph – consider revising 70% in first sentence, as the program is 18 credits; for advance standing and/or exemptions, specify that credits for any exemptions given must be replaced by other appropriate courses.

New program approved