
UPAC MEMORANDUM

UPAC Chair: Sue Brigden
Phone: 4643
Monique Castonguay
UPAC Assistant: 4571
Phone:

TO: Undergraduate Program Advisory Committee Representatives
FROM: Monique Castonguay, UPAC Assistant
DATE: October 2, 2009
RE: NOTICE OF UPAC MEETING

An Undergraduate Program Advisory Committee (UPAC)

meeting is scheduled for:

Friday, October 2, 2009

9:30 am, Room A225 (Abbotsford campus)

[Agenda package attached]

**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC)
MEETING**

**Friday, October 2, 2009
9:30 a.m. – Room A225
Abbotsford Campus**

AGENDA

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**1. APPROVAL OF UPAC AGENDA**

**2. APPROVAL OF UPAC MINUTES**

2.1. UPAC draft minutes: August 24, 2009 Exhibit 2.1 (p. 5)

**3. UPAC Housekeeping Items** Bill Cooke

- 3.1. Election of UPAC chair and vice-chair
- 3.2. Senate representative on UPAC

**4. UPAC BUSINESS**

**4.1. Communications**

New certificate: Introduction to Journalism certificate **xxx** Exhibit 4.1 (p.11)

**4.2. Kinesiology and Physical Education**

Program change: Addition of electives (KPE 461 & 481) to KPE degree program Michael Gaetz Exhibit 4.2 (p.16 )

**4.3. Physics**

Program changes: Physics, double major in Physics and Math Peter Mulhern Exhibit 4.3 (p.19)

**4.4. Physics**

Program change: Physics elective changes & course renumbering  
PHYS 462 to PHYS 362 and PHYS 472 to PHYS 372 Peter Mulhern Exhibit 4.4 (p.21)

**5. INFORMATION: APPROVED COURSE OUTLINES**

The following courses have been approved according to policy 110.29.

**5.1. Astronomy**

Course changes: ASTR 104 prerequisite change

**5.2. Physics**

New course: PHYS 408 Special Topics

**5.3. English**

New course: ENGL 216 introduction to Shakespeare

New course: ENGL 317 Creative Writing: Special Topics in Contemporary & Experimental Poetics

**6. ADJOURNMENT**

Undergraduate Program Advisory Committee (UPAC)

October 2, 2009

## **EXHIBIT 2.1**

DRAFT UPAC MINUTES – August 24, 2009



**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC)  
MEETING**

**Monday, August 24, 2009  
10:00 a.m. – Room B121  
Abbotsford Campus**

**DRAFT MINUTES**  
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Present: S. Brigden, B. Cooke, J. Hogg, C. Loten, E. Spalding

Guests: T. Anzai, S. Gillies

Recorder: M. Castonguay

1. WELCOME

New members were welcomed to UPAC and introductions were made.

2. APPROVAL OF UPAC AGENDA

MOTION:

E. Spalding/C. Loten

To approve the agenda, as presented, with the following amendments:

- Kinesiology and Physical Education proposal will be removed from today's business and added to the next UPAC meeting
- Election of UPAC chair and vice-chair will be conducted at next UPAC meeting
- Orientation for new UPAC members will be added to today's agenda

CARRIED

3. APPROVAL OF UPAC MINUTES

MOTION:

B. Cooke/E. Spalding

To approve the UPAC draft minutes of May 22, 2009

CARRIED

4. UPAC Housekeeping Items

B. Cooke

- 4.1. The revised UPAC membership list was distributed to members.
- 4.2. The UPAC meeting schedule for 2009/10 was distributed—note that UPAC's December 18 meeting may be changed to 2:30 pm—will be confirmed at a later date.
- 4.3. Orientation – B. Cooke explained the process of UPAC, including the pre-UPAC consultation.

- Courses are approved at UPAC; however, the approval has been delegated by UPAC to the process. This means a course proposal is formalized at the department level, and presented to UPAC for information.
- Major changes to programs or new programs receive approval by Senate, which receives recommendations from UPAC.
- The importance of a well-defined rationale, which forms part of a UPAC proposal, was stressed. The rationale is used to present a proposal to Senate in the form of a motion. The UPAC assistant will work with faculty councils to ensure strong rationale accompany proposals.

4. UPAC BUSINESS

4.1. Biology – New Program

MOTION:

E. Spalding/J. Hogg

THAT the Biology honours program be approved for implementation in January 2010.

CARRIED

B. Cooke requested that, for the purpose of standardization within the institute, the program should be known as Biology honours. The proposal will be revised accordingly. S. Gillies will consult with N. Egresits in the VP Academic office, to confirm that DQAB is not required since the Biology major is already in place.

4.2. Biology – Calendar Wording Change

MOTION:

E. Spalding/J. Hogg

THAT the Biology major and concentrations lower-level requirements include the statement: *strongly recommended for students considering Biology honours* for the MATH 270 course listing.

CARRIED

MOTION:

B. Cooke/C. Loten

THAT the 2010-11 calendar be revised to include the Pre-Veterinary concentration, once approved at Senate (recommended by UPAC on May 22, 2009).

CARRIED

As these are wording changes only, the requests will not need approval at Senate.

4.3. Biology – Concentration Changes

MOTION:

B. Cooke/C. Loten

THAT, effective January, 2010, the course requirements in the Biology concentrations will include the following changes:

- BIO 308 – transferred from Organisms to Cellular and Molecular concentration to reflect new course content
- MATH 302 – added as a strongly recommended course to the Ecology breadth requirements to reflect current trends in the field of ecology
- BIO 407 – added as a Cellular and Molecular Genetics concentration depth requirement, as an Ecology concentration breadth requirement, and as a Biology of Organisms concentration breadth requirement in the Cellular course options
- BIO 415 – added as a Cellular and Molecular Genetics concentration depth requirement and a Biology of Organisms concentration breadth requirement in the Cellular course options
- BIO 421e – added as a Cellular and Molecular Genetics concentration breadth requirement, as an Ecology concentration depth requirement, and as a Biology of Organisms concentration breadth requirement

- MATH 270 – added to the Biology major and the Pre-Medicine concentration as an alternative Statistics course to expand the options for students to be consistent with Biology minor requirements
- PHYS 101 has been deleted from the Pre-Medicine concentration, as it is no longer required for UBC Medicine.

CARRIED

Pre-Medicine concentration

- CHEM 214
- MATH 106 or MATH 270
- ENGL 105, and one of ENGL 120-170
- BIO 203
- BIO 325
- PHYS 105, or (PHYS 111 & 112)
- PSYCH 101
- Any three of: BIO 350, KPE 215, 270, 370, or PSYCH 102

Cellular and Molecular Genetics concentration

Depth requirements

Four courses (14-16 credits) from:

- BIO 308
- BIO 325
- BIO 350
- BIO 402
- BIO 403
- BIO 406
- BIO 407
- BIO 414
- BIO 415,
- BIO 420 (appropriate topic)
- BIO 408 (appropriate topic)
- CHEM 350

Breadth requirements

One course from Ecology:

- BIO 310
- BIO 330
- BIO 340
- BIO 390
- BIO 410
- BIO 420 (appropriate topic)
- BIO 421 (appropriate topic)
- BIO 430
- GEOG 417

One course from Organisms:

- BIO 301
- BIO 303
- BIO 304
- BIO 305
- BIO 306
- BIO 307

- BIO 360
- BIO 385
- BIO 420 (appropriate topic)
- BIO 470

Ecology concentration

Depth requirements:

Four courses (14-16 credits) from:

- BIO 310
- BIO 330
- BIO 340
- BIO 390
- BIO 410
- BIO 420 (appropriate topic)
- BIO 421 (appropriate topic)
- BIO 430
- GEOG 417

Breadth requirements:

- MATH 302 is strongly recommended

One course from Cellular:

- BIO 308
- BIO 325
- BIO 350
- BIO 402
- BIO 403
- BIO 406
- BIO 407
- BIO 408 or 409 (appropriate topic)
- BIO 414
- BIO 420 (appropriate topic)

One course from Organisms:

- BIO 301
- BIO 303
- BIO 304
- BIO 305
- BIO 306
- BIO 307
- BIO 360
- BIO 385
- BIO 420 (appropriate topic)
- BIO 470

Biology of Organisms concentration

Depth requirements:

Four courses (14-16-credits) from:

- BIO 301
- BIO 303
- BIO 304
- BIO 305
- BIO 306
- BIO 307
- BIO 360

- BIO 385
- BIO 408 or 409 (appropriate topic)
- BIO 420 (appropriate topic)
- BIO 470

Breadth requirements:

One course from Ecology:

- BIO 310
- BIO 330
- BIO 340
- BIO 390
- BIO 408 or 409 (appropriate topic)
- BIO 410
- BIO 420 (appropriate topic)
- BIO 421 (appropriate topic)
- BIO 430
- GEOG 417

One course from Cellular:

- BIO 308
- BIO 325
- BIO 350
- BIO 402
- BIO 403
- BIO 406
- BIO 407
- BIO 408 or 409 (appropriate topic)
- BIO 414
- BIO 415
- BIO 420 (appropriate topic)

4.4 Visual Arts – Extended Minor Lower-Level Requirements

MOTION:

E. Spalding/J. Hogg

THAT the Bachelor of Arts, Visual Arts extended minor, include the following lower-level core requirements:

Eighteen credits in Visual Arts and Art History, including:

- AH 102
- Three additional credits of 100-level Art History (AH)
- Six credits of lower-level Visual Arts (studio)
- Six credits of lower-level Visual Arts, Art History, Film or Media and Communication Studies (a maximum of 3 credits may be MACS)

CARRIED

The rationale for the changes, was revised for clarification by B. Cooke and E. Spalding, as follows:

The expansion in the 100-level Art History requirements makes room for newly developed 100-level Art History course offerings, both at present and in the future. With a planned expansion of the Bachelor of Fine Arts degree to include minors and extended minors in seven areas, the Visual Arts minor and extended minor will offer more discipline specific courses.

The revised rationale will form part of the recommendation to Senate.

5. ADJOURNMENT

The motion to adjourn was moved by C. Loten at 11:10 am

Undergraduate Program Advisory Committee (UPAC)

August 24, 2009

BUSINESS ITEMS

EXHIBITS

- | | | |
|-----|---|---------|
| 4.1 | Communications | |
| | New certificate: Introduction to Journalism certificate | Page 11 |
| 4.2 | Kinesiology and Physical Education | |
| | Addition of electives | Page 16 |
| 4.3 | Physics | |
| | Changes to Physics majors | Page 19 |
| 4.4 | Physics | |
| | Changes to electives/course renumbering | Page 21 |

From: Jacqueline Nolte
To: Gayle Noel
CC: Deborah Greenfield; Lynn Kirkland Harvey; Monique Castonguay
Date: 8/19/2009 6:52 PM
Subject: Re: New Certificate - Journalism

Yes, I approve.

Jacqueline

Dr. Jacqueline Nolte
Acting Dean of Arts
University of the Fraser Valley
33844 King Road
Abbotsford
BC V2S 7M8
Tel. 604 - 854-4516
www.ufv.ca

>>> Gayle Noel 8/19/2009 2:36 PM >>>
Hi Jacqueline,

Attached for dean approval is the final version of Journalism Certificate.

Once approved, please forward to Monique Castonguay, for inclusion on the December UPAC agenda and publication to the calendar.

Proposal approved by the department: April 2009.

Brought to UPACA1 for consultation: April 23, 2009.

Revised proposal approved by ACC: May 2009.

Exhibit 4.

11.

PROGRAM OUTLINE FOR UPAC SUBMISSIONS

Note: Sections 1 to 3 can be edited for calendar copy, but are not required for UPAC submissions.

1. UFV INTRODUCTION

- a. **UFV policies and regulations**
Graduation Awards Policy 310.04
- b. **General “How to Apply”**
Submit the application fee, along with your UFV application for admission form, to the Admissions and Records (A&R) office. Application forms are available from any A&R or Student Services office. You can also print an application form from our website at www.ufv.ca/ar, or you can apply directly through the internet at www.pas.bc.ca.
- c. **General “When to Apply”**
- d. **General “Entrance Requirements”**
- e. **General “Fees and Costs”**
See the Fees and Other Costs section.

2. FACULTY INTRODUCTION

- a. **Who**
- b. **Contact**
- c. **Other**

3. DEPARTMENT INTRODUCTION (Department)

- a. **Department name**
Communications
- b. **Website address**
<http://www.ufv.ca/cmns.htm>
- c. **Contact**
Gayle.noel@ufv.ca
- d. **Department introduction**
- e. **All programs offered by the department**
- f. **Faculty/staff**
- g. **Advisory committee**

4. PROGRAM INTRODUCTION

- a. **Faculty and department of program** (e.g. Faculty of Arts, History department)

Faculty of Arts, Communications, Media and Communication Studies, and English departments, in consultation with the Journalism Curriculum Committee

- b. **Program title and credential (REQUIRES UPAC APPROVAL)**

Introduction to Journalism Certificate

- c. **Program introduction/calendar description**

This four course (13 credit) certificate is designed for students in programs or in workplace environments that may require basic journalism skills and knowledge. The certificate focuses on the introductory elements of journalism. Students will learn to write news reports, feature stories, and opinion columns. They will develop interviewing skills and will be exposed to other media formats such as radio, television, and the internet. They will have an overview of issues in mass media and of journalism in Canada. Writing non-fiction for books and magazines will also be offered.

- d. **Program duration and total number of credits (REQUIRES UPAC APPROVAL)**

Type B Certificate 13 credits

- e. **Program eligible for Financial Aid (Yes/No)** (This information will be provided by Financial Aid.)

Yes

- f. **Location** (If not applicable, add a standard sentence that says UCFV is a multi-campus institution or leave blank.)

- g. **Career opportunities**

5. ENTRANCE REQUIREMENTS

- a. **General** (This field is not required for a UPAC submission. The online calendar will link to general UFV entrance requirements. eg, ELP, 19 years or high school.)

- b. **Program (REQUIRES UPAC APPROVAL)**

New students should apply to the Arts Studies program path. Students will be required to meet the admissions requirements for Arts Studies, as well as meet the individual course prerequisites.

Students currently enrolled in post-secondary programs are required to meet only the course prerequisites.

6. HOW TO APPLY

- a. **General** (This field is not required for a UPAC submission. Standard sentence for the online calendar.)

Submit the application fee, along with your UFV application for admission form, to the Admissions and Records (A&R) office. Application forms are available from any A&R or Student Services office. You can also print an application form from our website at www.ufv.ca/ar, or you can apply directly through the internet at www.pas.bc.ca. See the Program Charts for a complete list of application dates and general information.

- b. **Program** (This does not require UPAC approval but can be specified by the program. This field is required for calendar copy. A&R must receive any program level entrance requirements for information purposes.)
This certificate is given as a **completion credential**. Any student successfully completing the four courses is eligible for the certificate. Some students might complete the certificate while enrolled in their current programs, while others may be admitted to UFV for the purpose of taking the certificate.

7. FEES

General (This is not required for a UPAC submission. Standard sentence for the online calendar.)
See the Fees and Other Costs section. Other than the \$25 graduation fee, there are no additional fees for the certificate. Students will be eligible for financial aid if they are currently in a program that is eligible for student loan funding and take a minimum of 9 credits a semester.

8. ADDITIONAL PROGRAM COSTS

- a. **Program (departmental discretion)** (This field does not require UPAC approval but can be specified by the program. Items could be: textbook costs, uniforms, software. This field is required for calendar copy.)

9. PROGRAM REQUIREMENTS (REQUIRES UPAC APPROVAL)

- a. **Courses to be completed – course title, credit value, special notes**

MACS 130	Mass Communication in Canada (3 credits)
JRNL/MACS 235	Introduction to Journalism in Canada (3 credits)
JRNL/CMNS 300	Introduction to the Practice of Journalism (3 credits)
JRNL/CMNS 301	Advanced Practice of Journalism (4 credits)

- b. **Course descriptions** (This field is not required for a UPAC submission. Standard sentence for the online calendar.)
For complete details on courses see the course descriptions section.
- c. **Specializations or options of the program (all details)** (If there are no specializations, this field will be left blank.)

10. PROGRAM REGULATIONS (REQUIRES UPAC APPROVAL) (Standard UCFV policies apply unless superseded by program-specific regulations listed below. All regulations that do not adhere to UFV policy must be approved by UPAC.)

- a. **Continuance and probation** (This will be left blank if a program-specific regulation is not applicable.)
- b. **Number of repeated courses** (This will be left blank if a program-specific regulation is not applicable.)
- c. **Readmission** (This will be left blank if a program-specific regulation is not applicable.)
- d. **Residency** (This will be left blank if a program-specific regulation is not applicable.)
Students must meet a 50% or minimum 6 credit residency requirement.

- e. **Graduation requirements** (This will be left blank if a program-specific regulation is not applicable.)
Students are required to have a GPA of at least 2.5 in the four courses to be eligible for the certificate, with a minimum of a C grade in any individual course.

 - f. **Maximum length of time to complete program** (This will be left blank if a program-specific regulation is not applicable.)
The program must be completed within ten years.

 - g. **Other (eg. nursing manual – link to document or on to department website)** (This will be left blank if a program-specific regulation is not applicable.)
11. **SPECIAL NOTES** (This field does not require UPAC approval but is required for calendar copy. This field will be left blank if not applicable.)
- a. **If applicable (departmental discretion)**

From: Corry Jensen
To: Joanne Pehlke
CC: Monique Castonguay
Date: 5/11/2009 2:43 PM
Subject: Broadening KPE Degree Electives
Attachments: KPE Program outline.doc

Hi Joanne,

The proposal to add new courses to our degree streams were consulted with UPACA1 on March 6, 2009 with no concerns. This proposal was approved by our Curriculum Committee on May 11, 2009 for implementation September 2009.

The rationale for these additions are:

KPE 461 and KPE 481 were created to broaden the range of elective topics for KPE degree students. These courses were purposefully designed to contribute to the knowledge of students in both the Exercise Science and Pedagogy Streams. We would now like them to be listed in the calendar under the degree program offerings, broadening the elective options under both the Exercise Science and Pedagogy streams.

I've made the additions using Track Changes.

Once the Dean has approved this proposal, please forward your approval to Monique at UPAC for inclusion at the next UPAC meeting and for publishing to the Calendar.

Please let me know if you require further information.

Corry Jensen

Program outline

Option 1 — Exercise Science

The exercise science option provides preparation for those pursuing careers as a registered kinesiologist, those planning to go to graduate school, or for those who are using their kinesiology degree in preparation for admittance to a professional program such as physiotherapy, occupational therapy, massage therapy, medicine or chiropractics.

KPE Electives (14 credits)

Course	Title	Credits
KPE 220F	Traditional Chinese Movement	3
KPE 260	Topics in Human Nutrition	3
KPE 315	Advanced Biomechanics	3
KPE 350	Stress and Chronic Disease	3
KPE 363	Lab-Based Exercise Physiology	3
KPE 365	Physical Growth and Motor Development	3
KPE 368	Advanced Motor Learning and Control	4
KPE 450D	Undergraduate Thesis II	3
KPE 460	Nutrition Applications: Sport and Disease	3
KPE 461	<u>Vitamins and Minerals: Applications to Sport and Disease</u>	<u>3</u>
KPE 463	Therapeutic Exercise	3
KPE 465	Adapted Physical Activity	3
KPE 466	Psychological Skills for Sport and Life	3
KPE 480	Pathophysiology	3
KPE 481	<u>Applied Ethics for Allied Health & Human Performance Professionals</u>	<u>3</u>

Note: 10 must be upper-level credit, and must include one course with a lab (4 credits).

Option 2 — Pedagogy

The pedagogy option provides preparation for those pursuing careers in instructional settings in both the public and private domain. Although many graduates from this option will pursue a teaching credential, many others will find opportunities in community recreation facilities as instructors, personal trainers or administrators (depending on the electives chosen).

KPE Electives (13 Credits)

Course	Title	Credits
KPE 131	Land-Based Recreation	3
KPE 132a	Introduction to Mountaineering	1.5
KPE 132b	Introduction to Winter Mountaineering	1.5
KPE 133a	Introduction to Flatwater Paddling	1.5
KPE 133b	Water-Based Recreation: Introduction to Ocean Kayaking	1.5
KPE 220F	Traditional Chinese Movement	3
KPE 260	Topics in Human Nutrition	3
KPE 315	Advanced Biomechanics	3
KPE 350	Stress and Chronic Disease	3
KPE 368	Advanced Motor Learning and Control	4
KPE 435	Ergonomics/Occupational Biomechanics	3
KPE 450D	Undergraduate Thesis II	3
KPE 460	Nutrition Applications: Sport and Disease	3
<u>KPE 461</u>	<u>Vitamins and Minerals: Applications to Sport and Disease</u>	<u>3</u>
KPE 462	Advanced Fitness Testing and Exercise Prescription	4
KPE 465	Adapted Physical Activity	3
KPE 466	Psychological Skills for Sport and Life	3
KPE 480	Pathophysiology	3
<u>KPE 481</u>	<u>Applied Ethics for Allied Health & Human Performance Professionals</u>	<u>3</u>

Note: 10 must be upper-level credit, and must include one course with a lab (4 credits).



MEMORANDUM

TO: UPAC

FROM: Norm Taylor, Physics Department Head

DATE: August 31, 2009

SUBJECT: Proposed Changes to Physics Majors

Rationale:

Currently, a student who wishes to do a Double Major in Math and Physics must do 30 upper-level credits in both subjects. The Physics department believes that there is enough overlap in the subject areas that students completing a Math major should only have to do PHYS 381 + 21 more upper-level Physics credits.

The current upper-level requirements for a Physics Majors degree are found at:
(http://www.ufv.ca/calendar/2009_10/ProgramsM-P/PHYS_MAJOR_MINOR.htm):

Current:

“PHYS 381 – Mathematical Physics + 27 other credits in upper-level Physics.”

Proposed:

“(PHYS 381 – Mathematical Physics + 27 other credits in upper-level Physics) or
(PHYS 381 + 21 other credits in upper-level Physics + a Major in Math.)”

Monique Castonguay - Fwd: Program Change: Physics Major requirements (Double Major with Math)

From: Joanne Pehlke
To: Monique Castonguay
Date: 9/1/2009 10:08 AM
Subject: Fwd: Program Change: Physics Major requirements (Double Major with Math)
CC: Alison Clucas; Norm Taylor; Peter Mulhern
Attachments: Program Change: Physics Major requirements (Double Major with Math)

Hi Monique,

The following has been approved by Dan.

Thanks
Joanne

>>> Dan Ryan 9/1/2009 8:47 AM >>>
OK

20,

Approved by dean September 1, 2009
Physics Elective Changes (went to pre-UPAC on May 22 and May 29, 2009 as course changes)

From: Norm Taylor
To: Dan Ryan
CC: Joanne Pehlke; Monique Castonguay; Mulhern, Peter
Date: 8/31/2009 5:22 PM
Subject: Course renumbering: PHYS 462/472
Attachments: 2009 UPAC Cover memo (462&472 renumbering).doc

Hi Dan,

It turns out that the approval process is not the same for course changes as it is for program changes (program changes have to go through Senate - course changes do not). Since this is just a change in one of the electives in our programs, and not a required course, I still believe this is not a program change. However, please approve it as is, and then perhaps we should let UPAC decide which way they want to send it.

Norm



MEMORANDUM

TO: UPAC

FROM: Norm Taylor, Physics Department Head

DATE: August 31, 2009

SUBJECT: Proposed Course renumbering (and Program Change?) – PHYS 462/472

The Physics department would like to make a series of changes to several courses in the program. They are:

1. After offering this course several times, the instructor has concluded that PHYS 462/472 has too high of a course number. The material contained is more appropriate to a third year course than a fourth year course, and does not need (or have, for that matter) a 300-level prerequisite. The Physics department would like to re-number this course from PHYS 462/472 to PHYS 362/372.

Current Course Number and Title:

PHYS 462 – “Digital Electronics and Computer Interfacing”

Proposed Course Number and Title:

PHYS 362 – “Digital Electronics and Computer Interfacing”

Current Course Number and Title:

PHYS 472 – “Digital Electronics Laboratory”

Proposed Course Number and Title:

PHYS 372 – “Digital Electronics Laboratory”