

**PROGRAM ADVISORY COMMITTEE (PAC)  
MINUTES**

**OCTOBER 23, 1996  
9:30 A.M. - Room A225  
Abbotsford Campus**

**PRESENT:** Dick Bate (Chair), Bill Cooke, Tim Cooper, Vicki Grieve, Judy Hurley, Judy Inouye, Cori Kleisinger, Varlene MacLeod, Sylvie Murray, Lori Nelson, Hugh Shewell

**GUESTS:** Cheryl Dahl, Eric Davis, Janet Falk, Art Last, Susan Milner, Jacalyn Snodgrass

**1. AGENDA APPROVAL**

**Motion:**

**Vickie Grieve / Sylvie Murray**

To approve the 1996 10 13 PAC agenda.

**CARRIED**

**2. MINUTES APPROVAL**

**Motion:**

**Hugh Shewell / Judy Hurley**

To approve the 1996 09 25 PAC minutes.

**CARRIED**

**3. NEW AND CONTINUING BUSINESS**

(a) **Changes to Business Administration Courses' Prerequisites**

Janet Falk noted that course prerequisites need to be more explicit for BBA (Aviation) students which have a slightly different sequencing of courses from BBA students and to make it easier for the Registrar to check prerequisites. This will also help students reading the calendar.

Janet also noted that some courses are being offered as service courses or offered to a mix of students on smaller campuses in order to be efficient.

Some courses are upper level courses and are valid across applied degree programs. Because course offering sequence has changed it is necessary that a prerequisite be changed to include corequisite. Also noted was the fact that the name of a secondary school course has changed which is a prerequisite for Bus 145. Janet reviewed all the prerequisite changes and a discussion was held on each one.

**Motion:**

**Bill Cooke / Tim Cooper**

To approve the complete list of course prerequisite changes in Business Administration as presented by Janet Falk.

Discussion:

It was suggested that under Bus 227 that CMNS 125 as a prerequisite be eliminated because CMNS 225 is also required. Also under “General Change” it should read: “acceptance into 3rd year of a Business Admin degree program with the exception of courses Bus 403 and 430 which read “acceptance into 4th year.”

**CARRIED**

Janet Falk also noted that Bus 321 - Industrial Marketing - needed a name change to Business-to- Business Marketing to reflect current terminology. The word “industrial” was too narrow. As well, Bus 430 - Management of Innovation - had the course description changed to better reflect the focus of the course.

Motion:

**Vicki Grieve / Varlene MacLeod**

To approve the name change to Bus 321 to Business-to-Business Marketing and the changes to the course description of Bus 430.

**CARRIED**

(b) Changes in Delivery Format of BSW Degree Program

Hugh Shewell stated that changes in the delivery format of the BSW degree program were made necessary by a government initiative to provide a fast-track BSW degree program for the non-degree social workers currently working in the Ministry for Children and Families. It is being totally funded by the Ministry for Children and Families and UCFV has agreed to initially take in 20 students. The courses remain the same but in a compressed time frame and combined with a considerable amount of PLA. A challenge would be allowed to a 3rd year field practicum based on experience in the field. In consultation with other institutions in the province offering the same program, it was agreed that all would offer the same core courses. That means that two of UCFV’s electives would now be offered as core courses. Also, six additional credits would be made available through directed studies.

Motion:

**Cori Kleisinger / Vicki Grieve**

To approve, in principle, the Concentrated BSW program, and recommend to the University College Council (UCC) the changes in delivery format of the BSW degree program to accommodate the concentrated program format, and subject to the specific changes related to courses to be presented to PAC at the November meeting.

Discussion:

Because this is a purchased program a discussion was held on whether it should go in the calendar. No one except people employed by the Ministry can access this particular program. It may be possible that current students, given available seats, could take one of the courses out of sequence. It was decided that practicum challenges could be identified by the Social Services department. Special brochures are being printed specifically for Ministry students.

**CARRIED**

**RECOMMENDED TO THE UNIVERSITY COLLEGE COUNCIL (UCC)**

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**Action: Hugh Shewell**

(c) Tutor Training 145 Course

Vicki Grieve noted that all the previous courses in this program have been through PAC and this is the last one of five courses and is a practicum course.

She stated that the Tutor Training was a certificate program aimed at getting paraprofessional qualification for people working in the tutoring field.

**Motion:**

**Lori Nelson / Varlene MacLeod**

To approve Tutor Training 145 course.

**Discussion:**

Vickie noted that this particular course could be challenged.

**CARRIED**

(d) Introductory Forensic Science (Chem 150)

Art Last reviewed the development of this new course by the science department and the criminology department. It was agreed that it would be made up mostly of chemistry so that department developed it. Art noted that any student with any Ministry approved grade XI science (Chemistry, Biology, Physics, Computer Science, Earth Science) would be accepted as a prerequisite.

**Motion:**

**Tim Cooper / Hugh Shewell**

To approve the Introductory Forensic Science (Chem 150) course.

**Discussion:**

Art noted that this course would begin September 1997. Library resources are being looked at and it is hoped that the Chemistry department will have library funds available at that time. Since it would be mainly first-year students taking the course it is not expected that a lot of library work would be done - they would rely on the textbook, printed materials and general articles.

**CARRIED**

(e) Qualitative Research Methods - Soc 356

Cheryl Dahl (standing in for Kevin Busswood) noted that Soc 356 is required for the Sociology major and has received approval at ACC.

**Motion:**

**Sylvie Murray / Hugh Shewell**

To approve Soc 356 - Qualitative Research Methods.

Discussion:

Cheryl noted that enrollment is set at 25 because it is a research course and would require one-on-one contact with the students. Prerequisites for Soc 356 are Soc 101 and Soc 255. Additional library resources would not be needed.

**CARRIED**(f) Hist 320 - The Holocaust and Hist 459 - Problems in the Political and Social History of Latin America

Eric Davis noted that Hist 320 was developed in response to student demand and the department's desire to add to the offerings at the 300 level. Hist 459 is needed for students to complete their breadth requirement at the upper level.

Motion:**Lori Nelson / Varlene MacLeod**

To approve Hist 310 - The Holocaust and Hist 459 - Problems in the Political and Social History of Latin America courses.

Discussion:

It was noted that transfer credit for upper-level courses is usually done on an individual basis by the universities, however, students in the upper-level don't usually transfer. Prerequisites for Hist 459 should be discussed with the individual instructors. Library resources for Hist 320 are good. Hist 459 is a seminar course.

Eric noted that the prerequisites for Hist 320 should read Hist 111/112 and nine entry-level courses.

**CARRIED**(g) Eng 364 - History and Principles of Literary Criticism and Eng 348 - American Literature, 1865-1910

These items were referred to the November PAC meeting.

**Agenda: 11-27-1996**(h) Psyc 305 - The Psychology of Gender

Jacalyn Snodgrass noted that this course looked at the research on gender issues in a variety of subfields of psychology and is designed for the senior psychology student interested in gender issues as well as students in other disciplines. For these reasons, rather than asking for specific psychology courses as prerequisites they are asking that students be at the 3rd year level and that they have some research methods courses.

Motion:**Vicki Grieve / Sylvie Murray**

To approve Psyc 305 - The Psychology of Gender, in principle, but the department should rethink the prerequisite requirements and bring it back to

PAC at a later date.

Discussion:

A discussion was held on prerequisites. It was suggested that Soc 255/Anth 255 be added as prerequisites. It was recommended that Crim 320 be dropped and add Math 104/106.

**CARRIED**

**Action: Jacalyn Snodgrass**

(i) Math 125 - Introduction to Discrete Mathematics and Math 225 - Topics in Discrete Mathematics

Susan Milner noted that it has been found elsewhere that students are not prepared adequately for Math 243. By splitting the course it allows for presentation of less technical and more general material in the first year. SFU and UVic are proceeding with the same idea. Susan noted that Math 125 would interest students interested in teaching math and those interested in computer science. Susan also noted that a high enrollment in Math 125 is expected, however, Math 225 is more advanced and enrollments would be lower. Implementation date is Fall 1997.

Motion:

**Tim Cooper / Cori Kleisinger**

To approve Math 125 - Introduction to Discrete Mathematics with 4 credits and Math 225 - Topics in Discrete Mathematics with 3 credits.

Discussion:

A discussion was held on the number of credits assigned to Math 125. Considering the number of hours of contact time, four credits should be assigned and three credits for Math 225. It was also noted that a "C" in Math 095 should be added as a course prerequisite.

**CARRIED**

Motion:

**Bill Cooke / Tim Cooper**

That the prerequisites for Math 343 and Math 445 be changed to Math 243 or Math 225.

**CARRIED**

(j) Updating Requirements for Math Minors - Statistic Option

Susan stated that a correction was needed in the calendar regarding the Bachelor of Arts degree for the Mathematics Extended Minor (Statistics Option). The request being to alter the upper-level requirements to "a minimum of 15 credits chosen from: Math 308 or 360, Math 330, 350, 390,

402, 420, 450, 451, 460, 470.” This would agree with the upper-level requirements for the original minor. All these courses have been passed by PAC.

**Motion:****Hugh Shewell / Bill Cooke**

To approve Mathematics Extended Minor (Statistics Option) calendar changes for the Bachelor of Arts degree as presented by the Mathematics department.

**CARRIED**

Susan Milner noted that, inadvertently, Math 420 was left off the list of acceptable courses for upper-level requirements for the Mathematics Minor (Statistics Option) of the Bachelor of Science degree.

**Motion:****Tim Cooper / Lori Nelson**

That Math 420 be added to the list of acceptable requirement courses for the Mathematics Minor (Statistic Option) of the Bachelor of Science degree.

**CARRIED**(k) **Physics 105 - Prerequisite Change, Physics 103 - Calendar Description Update, Physics 103/104 Name Change**

Tim Cooper reviewed the changes to the above physics courses. Physics should have the prerequisite of Physics 111 added. Physics 103 to change name from “Introductory Astronomy I” to “Astronomy: The Solar System” to better reflect the content of the course and the new discoveries in astronomy. Physics 104 to change name from “Introductory Astronomy II” to “Astronomy: The Cosmos.” Tim noted that Physics 103 was not a prerequisite to Physics 104. He also noted that changes in course description for Physics 103 had not yet been implemented in the calendar.

**Motion:****Bill Cooke / Hugh Shewell**

To approve changes in prerequisites to Physics 105, name changes to Physics 103/104 and to update the calendar course description for Physics 103.

**Discussion:**

Under course prerequisites for Physics 105 it was pointed out that it should read Math 12 and one of (Physics 12, Physics 101, Physics 111).

**CARRIED****4. OTHER**

A discussion was held on a convenient time for holding PAC meetings. It was decided to

leave the start time at 9:30 a.m.

A concern was expressed over the consultation list for PAC presentations. It was suggested that, in many cases no consultation takes place. Varlene MacLeod noted that a form is being developed listing areas that may be deemed important at PAC meetings and where consultation should take place. If the presenter chooses not to consult and a question of non-consultation is raised at PAC, then PAC would have the right to ask the presenter to return after consultation has taken place. This puts the onus on the presenter. Departments need to be reminded of the need to consult as per the standard form. Dick Bate also agreed to talk with his colleagues regarding this issue.

**Action: Dick Bate**

**5. ADJOURNMENT**

**Bill Cooke**

**NEXT MEETING**

**Wednesday, November 27, 1996**

**9:30 a.m.**

**Room A225**