

**PROGRAM ADVISORY COMMITTEE (PAC)  
MINUTES**

**November 27, 1996  
9:30 a.m. - Room A225  
Abbotsford Campus**

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

**REGRETS:** Sylvie Murray, Cori Kleisinger

**GUESTS:** Janet Falk, Linda Matwichuk, Hannah MacDonald, Eleda McQuarrie, Kim Isaac, Susan Milner, Norma Senn, Art Last, Alan McNeill, Zoe Dennison, Ian Okabe, Wendy Watson, Susan Witter

**1. AGENDA APPROVAL**

Add item 4 (xv) - Presentation of Submissions

**Motion:**

**Judy Hurley / Vickie Grieve**

To approve the 1996 11 17 PAC agenda.

**CARRIED**

**2. MINUTES APPROVAL**

Corrections: Page 3, Item 3 (d) add: prerequisites Computer Science 11 and Earth Science 11  
Page 5, Item 3 (k) to read: Physics 103 to change name from "Introductory Astronomy I" to "Astronomy: The Solar System."

**Motion:**

**Judy Hurley / Vickie Grieve**

To approve the 1996 09 25 PAC minutes.

**CARRIED**

**3. NEW AND CONTINUING BUSINESS**

- (i) Prerequisite Change to Bus 160 - New Course Outlines: Bus 360 and Bus 408 - Calendar changes to Bus 143 and Bus 247.

Bus 160 - Computerized Business Applications - Janet Falk noted that this course is offered to the Business program by CIS and is equivalent to CIS 110. Students were coming from the high schools with a higher level of skills and business is demanding a higher level of skills on graduation. The prerequisite will be CIS 100 with C or better, or a pass in Computing Skills Placement Test (CSPT).

**Motion:**

**Vickie Grieve / Judy Hurley**

To approve Bus 160 prerequisite change subject to the approval of CSPT proposal by Admissions and Standards Committee.

**Discussion:**

It was pointed out that the Computing Skills Placement Test (CSPT) had not been approved by the Admissions and Standards Committee.

Duncan Jeffries would be bringing it to the next meeting.

This course will be offered in the Fall '96. The prerequisite, CIS 100, will be offered in the Spring semester.

**CARRIED**

**Bus 360 - International Air Transportation**

Janet Falk noted that it was the first offering of one of the upper-level aviation management courses and is designed specifically for the aviation students. However, other BBA students with management background can take this course. Calendar description was previously approved by PAC as part of a package of course offerings.

**Motion:**

**Bill Cooke / Hugh Shewell**

To approve the new course Bus 360 - International Air Transportation.

**CARRIED**

**Bus 408 - Teamwork**

Janet Falk noted that this course was offered as part of the organizational behaviour and human resource concentration. It emphasizes not just how to work in a team but how to manage a team effectively.

**Motion:**

**Judy Hurley / Varlene MacLeod**

To approve the new course Bus 408 - Teamwork in Organizations with suggested changes.

**Discussion:**

Course prerequisites should be: "Acceptance into third year of a degree program and Bus 203."

The title for the course should be "Teamwork in Organizations." Seats are reserved for Business students. The course description for Bus 408 should read:

"The ability to work effectively in groups is an important skill in the modern organization. This course will introduce students to the theoretical concepts in group development, group performance, and the use of groups in organizations. The course will develop interpersonal and leadership skills and focus on practical applications of teamwork in organizations and the classroom setting. Students should be prepared to engage in a number of in-class and field exercises."

**CARRIED**

Janet Falk noted the following calendar changes:

**Bus 143** - Grade 12 English as a prerequisite is redundant as this is an entrance requirement to the Business program and should be deleted.

**Bus 247** - Managerial Accounting I lists Bus 160 as a prerequisite and as a corequisite. It does not work as a corequisite and should be listed only as a pre-requisite.

**Motion:****Varlene MacLeod / Tim Cooper**

To approve calendar changes to Bus 143 and Bus 247.

**CARRIED**

- (ii) ECE / CYC Calendar Copy Changes in Terminology and Prerequisites  
 Linda Matwichuk noted the terminology changes: (1) Name change from “Family Day Care Certificate” to “Family Child Care Certificate.” Linda stated that this name change was requested by the Ministry’s Licensing Board due to the extended hours of care. (2) Under the Supported Child Care Certificate the name change of course #2 from “Managing Childrens’ Behaviour” to “Responding to Childrens’ Behaviour,” again requested by the Ministry. (3) Under the ECE Certificate entrance requirements changed to read “Applicants must be 19 years of age or older before being accepted into the program.” This will enable those not yet 19 years of age to take one or two courses before being accepted into the program. (4) Prerequisite for ECE 353 now should be “Completion of first semester” instead of second semester. (5) Alternative to CMNS 155 and 255 when not available in the semester as needed, students are allowed to substitute two UT English courses. This is helpful to some part-time students. CMNS 155 and 255 remain the recommended courses. (6) There is no longer the term PCCFLB Certification. It will be replaced by the term “PCCFLB License to Operate.”

Special Needs diploma - no changes, Infancy diploma - no changes.

Speech & Language Assistant diploma entrance requirements changed from 3.0 GPA for certificate to 2.84 and from 3.0 GPA for UT credits to 2.33. This is consistent with the CYC degree program and with the 70% requirement at U. Vic. 8th and 9th courses are: “Language and Learning Environments” and “Introduction to Linguistics.”

Under the Child and Youth Care Degree Program general description (1) add: “Students entering third year in Fall of 1997 or later may be graduates of UCFV, depending on arrangements with U.Vic. (2) Under entrance requirements the GPA of 3.0 for Certificate or Diploma Block Transfer changed to 2.84. (3) Under third year note: “Students may not normally register for 300 level core CYC courses until they have completed all 200 level core courses and are admitted to the program.” This results in 200 level CYC courses not having the prerequisite of “related certificate or diploma or 24 credits of UT to U.Vic.” Admittance to the program is now at third year instead of second year. This is consistent with U.Vic. block transfer arrangements, and on the advice of UCFV Registrar & Associate Registrar. (4) Wording change in

prerequisites: from “approval of faculty advisor” to “approval of program head.”

Discussion:

It was pointed out that under “entrance requirements” in the calendar, applicants must have completed a minimum of 60 credits of courses transferable to U. Vic. with an average of at least 2.33 (C+). Linda will send a memo to PAC with this change and it will be included in the following motion.

**Action: Linda Matwichuk**

Motion:

**Bill Cooke / Lori Nelson**

To approve changes to calendar copy of the Family Day Care Certificate, Supported Child Care Certificate, ECE Certificate, Speech & Language Assistant Diploma and Child and Youth Care Degree Program as amended.

**CARRIED**

(iii) Nursing Course Outlines (NURS 204, 205, 206, HSC 212, 310 (New Courses), Revised NURS 104, Deletion of HSC 113

Hannah MacDonald reviewed each course. The courses are part of an overall plan that had been previously approved. The courses are in the second half of the second year and will be starting in January. Hannah noted that NURS 104 is a first year course and reflects the incorporation of human development content previously taught in HSC 113. HSC 113 has been deleted upon the recommendation of faculty and students due to repetition of similar content in NURS 104. NURS 104 course hours and credits have increased to reflect the additional content moved from HSC 113.

The HSC 310 - Ethics in Health Care is a third year course and will be offered to RN Access students only, in the winter semester, in a compressed time frame. It is specific to health care workers focusing on nurses and their role in the everyday ethical issues encountered.

HSC 212 - Pathophysiology II will be starting in January and is a 3 credit course.

Eleda McQuarrie reviewed NURS 204 as it is a sequel to NURS 201 and is a 3 credit course.

NURS 205 - Leadership is a 2 credit course. This course specifically deals with leadership in nursing and looks at professional organization in nursing, role of unions and the relationship of leadership throughout the whole nursing profession.

NURS 206 - Nursing Practice, is a 6 credit course and is an application of the theory in the clinical settings (practicum).

Motion:

**Lori Nelson / Varlene MacLeod**

To approve the new Nursing course outline for NURS 204, 205, 206, HSC 212, 310.

Discussion:

It was noted that there would be no additional library resources required. In the Nursing program, corequisite means corequisite. The corequisite HSC 212 should be removed from the courses outlines of NURS 204, 205 and 206.

**CARRIED**

Motion:

**Judy Hurley / Tim Cooper**

To approve the changes to NURS 104 course outline.

**CARRIED**

A discussion was held on the process for deletion of courses from a program. It was noted that PAC did not normally process deletion of courses but if a course deletion was going into calendar copy it would be appropriate to bring that deletion to PAC for information.

It was noted that the Nursing course descriptions would be printed in the calendar.

(iv) Prerequisite Changes to LIBT 145 and 230

Kim Isaac reviewed the purpose of dropping of prerequisites to LIBT 145 and 230. The department would like to have them open to all students in the institution. While both courses would keep their focus for people who wish to work in libraries, the department believes there is a general interest in the topics covered. There would be reserved seats in the courses for Library Tech students.

Motion:

**Bill Cooke / Hugh Shewell**

To approve LIBT 145 and LIBT 230 prerequisite changes.

**CARRIED**

(v) Concentrated BSW Degree Courses

Hugh Shewell noted that most of the Concentrated BSW Degree will not be going into the calendar because it is offered only to Ministry purchased seats. He was bringing to PAC a clarification of the admission requirements for the Concentrated BSW and the curriculum for the Concentrated BSW. Because there is some cross-over in directed social work study he was also bringing SOWRK 495/496 for approval because they would be available for both concentrated and regular students.

Motion:

**Judy Hurley / Bill Cooke**

To approve admission requirements and the curriculum for the Concentrated BSW program.

**CARRIED**

Hugh reviewed SOWRK 495/496 courses. He noted that it was recognized that some general Social Work students could benefit from these directed studies courses and earn credits that way as they don't have current access to directed study.

**Motion:**

**Lori Nelson / Vickie Grieve**

To approve SOWRK 495/496 courses.

**CARRIED**

(vi) **Prerequisite Change - MACS 210**

Varlene MacLeod noted that this course is now required for the Graphic Design program and the curriculum will be adapted to eliminate the need for the recommended courses.

**Motion:**

**Sylvia Currie / Hugh Shewell**

To change the prerequisite for MACS 210 to "none."

**CARRIED**

(vii) **Prerequisite Changes in Mathematics Due to Changes in High School Curriculum**

Susan Milner reviewed the new high school courses , Applications of Mathematics 11 and 12 and how they might fit into UCFV math courses. Applications of Mathematics 11 will start in fall of 1997. The following additions to course prerequisites were recommended for approval. Unless otherwise noted, a "C" is required.

Bus 161 - Applications 11  
11, C+

Math 105 - Applications

Bus 162 - Applications 12

Math 110 - Applications 12, C+

Math 085 - Applications 11

Math 113 - Applications 12, C+

Math 094 - Applications 12

Math 125 - Applications 12, B

Math 104 - Applications 11

Math 106 - Applications 12

**Motion:**

**Tim Cooper / Lori Nelson**

To approve Math prerequisite additions of Applications 11 and 12.

**CARRIED**

It was noted that other departments needs to be aware of these changes. It was suggested that Sylvia Currie determine other departments that need to be notified of these changes.

**Action: Sylvia Currie**

(viii) Physics 100 - Introductory Physics (New Course)

Tim Cooper noted that this was a course that students could enter with no Physics in their background. It is modeled on Physics 11 but at a much high level. Discussions will be held with BCIT and other institutions on acceptance of the course. The department is hoping for university transfer status. UBC will be approached after the course is approved by PAC. It will be a lab science so it is hoped it will satisfy the requirement for the Bachelor of Arts degree at UCFV. If there would be an overlap between Phys 083 and Phys 100 the department will deal with it. Should students take both courses credit would be given for both courses.

**Motion:**

**Lori Nelson / Bill Cooke**

To approve Physics 100 course.

**CARRIED**

**Motion:**

**Bill Cooke / Tim Cooper**

That Physics 100 be added as an “or” to the prerequisites for Physics 101, 111 and 093.

**CARRIED**

(ix) Milker Training New Courses - Agri 103 and Agri 104

Norma Senn reviewed proposed changes to the Milker Training program and the introduction of two new required courses. It is planned to integrate Milker Training into the existing Livestock certificate program.

The entrance requirements would be raised to grade 12 or GED. The students would be taking a 14-credit load over a 12-week term to earn their certificate. Agri 103 - Introduction to Milking and the Dairy Farm is a 5 credit course. Corequisite: Agri 104, Agri 134, Agri 183, Agri 231 and admission to the Milker Training program. Agri 104 - Practical Milking Work Experience is a 4 credit course. Corequisite: Agri 103, Agri 134, Agri 183, Agri 231 and admission to the Milker Training program. Part-time students will not be accepted into the program.

**Motion:**

**Bill Cooke / Varlene MacLeod**

To approve the changes to the Milker Training program as amended subject to approval of specifics of Agri 103/104 courses at a subsequent PAC meeting, add the admission requirement to the program of grade 12 or GED and make Agri 134, Agri 183 and Agri 231 pre- or co-requisites.

Discussion:

In answer to a question of part-time students, Norma Senn noted that they would be willing to accept part-time students who are already in the Livestock Certificate program and have successfully completed Agri 134, Agri 183 and Agri 231 and would take Agri 103 and 104 together. A discussion was held on changing the name of the program, e.g. Dairy Production I or II, Dairy Workers Certificate, etc. Norma Senn will consider this suggestion and come back to PAC if a name change has been decided on.

**Action: Norma Senn**

**CARRIED**

- (x) Proposed Changes to Calendar Entries for Chem 441, 101/102, 111/112, 211/212 and Approval for Course Outlines for Chem 231, 323, 411 and Approval of New Courses Chem 422, 451, 455

Art Last noted and reviewed the following housekeeping proposals.

- Prerequisites for Chemistry 441 changed to Chem 211/212.
- Credit for both Chem 111/112 and 101/102 Proposal: To include a statement in the calendar to the effect that a student may not obtain credit for both Chem 111 and Chem 101 if he/she has previously taken Chem 101. Similarly, credit should not be given for Chem 112 if Chem 102 has been taken previously. Exact wording to be developed after consultation with the Registrar.

**Action: Art Last / Bill Cooke**

- Time Limit on Prerequisites Proposal: To include a statement to the effect that in order to register for any UCFV chemistry course, any prerequisites must have been completed normally within the last five years. When circumstances warrant, the Department Head may waive this requirement.
- Change of Lab Hours in Chem 211/212 Proposal: To include in the course descriptions of Chemistry 211 and 212 the following statement: "The laboratory component of this course consists of eight four-hour sessions."

A general discussion took place on these proposals. It was agreed to insert the words "normally within the last five years" to the time limit on prerequisites proposal.

Motion:

**Judy Hurley / Hugh Shewell**

To approve the adoption of the proposed calendar changes for Chem 441, 101/102, 111/112, 211/212 with proposed changes.

**CARRIED**

Art Last reviewed the rationale for the following proposed courses: Chem

231, 323, 411, 422, 451, 455. (1) was to offer some upper level courses that have content relevant to the study of biology; (2) to offer some upper level courses to students who are trying to do a minor or major in biology and (3) to improve upper level enrollments by offering courses that are relevant to the study of biology. Also, with the introduction of the proposed courses, students will be able to obtain a minor through the completion of a minimum of two 4-credit courses (which would each have a laboratory component) and two 3-credit courses (no laboratory component). This reduces the requirements to a level which is more consistent with current SFU regulations. Informal discussions with SFU are favorable.

Art reviewed each course. All six of these course will not be offered at the same time. Chem 231 and 323 are replacing existing courses so library resource are now available. Chem 411 is an expansion of an existing course and depends on journals. Most of the library requirements would be for Chem 422, 451 and 455. One of these courses would probably come on stream in September '97 or January '98 and it is hoped resources would be available at that time.

**Motion:**

**Tim Cooper / Varlene MacLeod**

To approve Chem 231, 323, 411, 422, 451, 455 course outlines.

**CARRIED**

Under "hours per term for each student" in the course outline for Chem 455 make the correction of "42 hours lecture" not "42 hours laboratory."

- (xi) (1) English 348 & 364 (New Courses) - (2) Modification of CPT Requirement - (3) English Major and Literature in Translation Courses  
 Alan McNeill reviewed the courses English 348 and 364. They are part and parcel of the upper-level offering towards the major, extended minor and regular minor.

**Motion:**

**Lori Nelson / Hugh Shewell**

To approve English 348 and English 364 courses with amendments.

**Discussion:**

Alan pointed out that library requirements that the department has taken into account where they are going and they fit the ordering program. Under English 348 the prerequisites should read: "English 201 or 202 or by instructor's permission."

**CARRIED**

Alan noted that the English department would like the calendar copy changed to the following:

“Placement in your first English university-transfer course depends on your Composition Placement Test (CPT) score. If it is 47 or less, take ENG. 081 or 101 as preparation for more advanced English courses. Students whose score is much lower than 47 should attend an Adult Basic Education orientation and assessment for placement in ENG. 051, 061 or 071. If your score is between 48 and 67, we strongly recommend that you take ENG. 105 before registering in any course numbered above 105. If your CPT score is higher than 67 and you feel confident that you do not need ENG. 105, you may begin with ENG. 110,120, 130, 140, or 150. Students whose CPT is low and whose first language is not English should enroll in English as a Second Language Training.”

Student who have an A in English 12 or English Literature 12 do not need to write the CPT in order to register in ENG. 105 or in a first-year literature class.

Note: An LPI score of 30/40 (essay section) is considered equivalent to a CPT score of 48.

**Motion:**

**Judy Hurley / Tim Cooper**

To approve modifications to CPT requirement.

**Discussion:**

It was suggested that for the purposes of calendar copy an additional statement noting that this particular aspect of waiving the CPT if they have an A in English 12 or English Literature 12 does not include or cover programs or CMNS courses for entrance requirements. Varlene and Alan will work on this.

**Action: Varlene MacLeod / Alan McNeill**

**CARRIED**

**Motion:**

**Lori Nelson / Judy Hurley**

To approve English Major substitution of one upper-level Literature in Translation course for one of the upper-level elective courses in English.

**CARRIED**

(xii) **Psychology 305 Course**

Zoe Dennison reviewed the course and noted that it had been passed in principle at the last PAC meeting but PAC had requested a review of the prerequisites.

**Motion:****Vickie Grieve / Varlene MacLeod**

To approve Psych 305 course.

**CARRIED**(xiii) **Geography 401 - World Climatology (New Course)**

Ian Okabe noted that Geog 401 was a new course, specifically an upper-level physical geography focusing on the global warming scenario and its effects. It was noted that students who had first-year science and at least Geog 201 could succeed in the course. Library resource are already in place.

**Motion:****Tim Cooper / Bill Cooke**

To approve Geography 401 course.

**CARRIED**(xiv) **College and Career Preparation Program - Change of Name and Entrance Requirements**

Sylvia Currie noted that there is a lot of confusion for students as to which program they should actually apply to if they are interested in taking upgrading courses. Wendy Watson noted that the department name had been changed to College and Career Preparation but the name of the program was still Adult Basic Education. That is further complicated by the fact that some of the courses at 080 and 090 are taught in the ABE area and others are taught in the discipline areas. This causes confusion as to what area they are in and a clear process is needed as well as information on how to proceed. Consultation has taken place with the discipline areas. It wouldn't change who delivered the course and entrance requirements would be the same. Students interested in combining upgrading courses with other credit offerings can still do so by applying to the General program.

**Motion:****Bill Cooke / Lori Nelson**

To approve the program name change from "Adult Basic Education" to "College and Career Preparation" and change the entrance requirements to "applicants must satisfy one of the following: (1) 19 years of age or older before the first day of classes, (2) grade 12 graduation, (3) 17-18 years of age and out of school for one year."

**CARRIED**(xv) **Presentation of Submissions**

This item was postponed to the next PAC meeting.

**Agenda: 01 29 1996****5. Meeting Adjourned****Lori Nelson**

**Next PAC Meeting**

**January 29, 1997  
9:30 a.m. - 12:00 noon  
Room A225**