



## PROGRAM ADVISORY COMMITTEE (PAC) MINUTES

February 24, 1999  
9:30 a.m. - Room A225  
Abbotsford Campus

**PRESENT:** Norah Andrew (Chair), Trudie Archie, Tony Boccinfusso, Bill Cooke, Elaine Harris, Varlene MacLeod, Ian McAskill, Jeff Morgan, Beverly Trifonidis, Patti Wilson

**REGRETS:** George McGuire, Lori Nelson

**GUESTS:** Ron Coreau

1. **APPROVAL OF PAC AGENDA - 1999-02-24**

**Motion:**

**Jeff Morgan / Tony Boccinfusso**

To approve the 1999-02-24 PAC agenda.

**APPROVED**

2. **APPROVAL OF PAC MINUTES - 199-01-27**

**Motion:**

**Trudie Archie / Tony Boccinfusso**

To approve the 1999-01-27 PAC minutes.

**APPROVED**

3. **NEW / CONTINUING BUSINESS**

(a) **Recommendations From the Course Outline Subcommittee**

Norah Andrew commented on the excellent work completed by the Course Outline subcommittee. She felt the recommendations tabled will make a big difference in the way information is provided to students.

Ron Coreau, using overheads, reviewed the process the Course Outline subcommittee used to redesign the procedures and the Course Outline Information forms. The subcommittee looked at what actually happens (process) in the development of a course and broke it down into three areas: (i) the development of the course; (ii) who were the audiences for the course and how it was used; (iii) and the contents of the course outline form.

The process was further broken down into the development and administrative uses of the course outline form - the participants - their actions and responsibilities. The same process was followed for the content of the course outline form under the headings: information category, what was the function of the information, how exact it would have to be, who was responsible for recording that information, who were the potential end users of that information. This information was circulated to various end users of the information in various areas of the institution for feedback (department/program heads, program advisors, program assistants, students, etc.).

The information received was reviewed and the following four recommendations were developed:

1. that PAC adopt the new Course Outline Information form and information package and its use be the only means for PAC to

approve courses;

2. that there be a consistency between what appears on the Course Outline Information form and the Course Syllabus;
3. that the Course Outline Information form be reviewed and updated every four (4) years;
4. that PAC consider initiating a central information centre for all course outlines that would better serve department/program heads, faculty, staff and students at UCFV.

Ron noted that the subcommittee tried to balance the information that was on the Course Outline Information form with what should be on the Course Syllabus. There was department/faculty discretion allowed in the areas of course content, grading, total hours per instruction, methods, etc. The date the course should be reviewed should be put on the Course Outline Information form (first year courses reviewed one year, second year the next, etc. over a four year period) in order to initiate the review process and keep course outlines up-to-date. Rationale was removed from the form and added to the Submission Form. Added to the form were Prior Learning Assessment, service courses, expected frequency of course offerings, and Community Relations and Development office edited sign-off.

A discussion was held on maximum enrolment guidelines. There is no policy on class enrolment. Norah noted that the Deans were working on this issue and were trying to identify what the maximum class sizes should be.

Ron noted that the recommendation for a central place for course outlines to be kept current and available is an institutional and budgetary decision.

Norah felt that through the work of the Course Outline subcommittee it will be:  
(i) a lot easier for department/program heads to figure out what should come to PAC; (ii) it will be easier for students, when looking at a course outline, to figure out what they are going to encounter in terms of work load; (iii) it will give the flexibility to instructors to teach courses within a range of possibilities and formalized procedures in a way that will be helpful.

The forms were reviewed and changes suggested. A suggestion of a memo providing a commentary as to what has to be done in the process was put forth. Ron Coreau, Patti Wilson and Ian McAskill were asked to draft the memo and organize the process.

**Action: Ron Coreau / Patti Wilson / Ian McAskill**

Beverly Trifonidis suggested that there be a one-page sheet informing people of the centralized place for course outlines and an explanation of what is approved by PAC on a course outline and cannot be changed or varied and what can change within a reasonable range. Those areas that can change will be reflected on a course syllabus. This information should be distributed through student orientations and formally addressed in an effort to advise what UCFV is accountable for to the student and where there are changes and risks.

It was suggested that students should be advised to retain course outlines in their files for future transfer credit information because more and more institutions are evaluating courses and are asking students to produce detailed course outlines that are not necessarily in the BCCAT Transfer Guide.

Norah noted that it should be emphasized that anyone presenting a submission to PAC should talk to the PAC Admin Assistant to make sure they are following the correct procedures and using the correct forms.

It was suggested that the Course Outline subcommittee take the revised forms and information to the deans, the department/program heads' meetings and curriculum committee meetings in March for review and comments and bring it back to PAC March meeting and then to UCC in April for approval.

**Action: Ron Coreau / Ellenor Greaves**  
**Agenda: 1999-03-24**

A discussion was held on frequency of course offerings. It was agreed that this item should be on the course outline.

The intent is that PAC endorse the approved Course Outline Information form as the only accepted form presented to PAC for approval.

A discussion was held on making the guidelines clear - the Course Outline subcommittee will work on this item.

**Action: Course Outline Subcommittee**

Norah expressed the hope that all forms and procedures will be in place to take to the workshop for department/program heads in the spring.

(b) Other Issues and Recommendations

(1) Procedure for Authorization of Minor Changes

Norah reviewed the reason for the development of a procedure for minor changes that would not require the presenter to attend the PAC meeting. A long and short form had been discussed at a previous PAC meeting. Ellenor reviewed the process of the Chair of PAC signing an Authorization Form that stated that the submission could be approved by PAC without the presenter being present at the meeting. Should any member of PAC feel that there is not enough information to approve the submission, then the presenter will be called and requested to attend the PAC meeting.

(2) Revised Submission and Consultation Form

Ellenor reviewed the changes made to the Submission form and the additions to the Consultation form. It was suggested that under #4, "LRC" be changed to "UCFV Librarians" and under #6, change the word "informed" to "consulted".

Faculty will be encouraged to make submissions to PAC early in the year to avoid a last minute rush and long PAC meetings. The Time Line sheet should help in the process.

(3) Check List of Issues for PAC Members

A discussion was held on appropriate questions for PAC members to ask presenters in order to meet the requirements of PAC's mandate.

Signatures on PAC submissions was discussed. It was suggested that it would be helpful if a written commentary was inserted in the PAC package/kit explaining what is expected by PAC from the signature of the Deans, department heads, etc., and the degree of responsibility pertaining to the information in the submission. Norah and Ellenor will review the signatures that are required in the process and develop a narrative on what those signatures mean and bring it to PAC for discussion.

**Action: Norah Andrew / Ellenor Greaves**

It was suggested that all the forms be put on "drive h:" and that everyone be informed of where to find them. This information should be in the preamble/memo/guide.

**(c) PAC Workshop For Department/Program Heads**

It was noted that there is a responsibility for PAC to get the information out to department/program heads and faculty. Department/Program Heads and other areas of administration should be clearly instructed as to what their areas of responsibility are and the resources available to them to carry out those responsibilities.

Norah stated that other areas would be advised of the PAC workshop and an invitation would be extended for them to join in the orientation. Bill Cooke noted that he planned to discuss with the Admissions and Standards committee members an ASC orientation on that day as well. Norah felt that the people looking after the process for hiring department/program heads might wish to discuss some of these issues also.

**Action: Bill Cooke / Norah Andrew**

Date and time for the PAC orientation workshop was discussed. Other groups interested would be invited to join in the orientation. Ellenor Greaves was asked to consult with the Deans about joining the all department/program heads' meetings together for the workshop /orientation and treat them to lunch May 19, 1999, from 12:00 noon to 2:00 p.m.

**Action: Ellenor Greaves**

Only the PAC members delivering the presentation will be required to attend the workshop. Others may attend if they wish.

**4. ADJOURNMENT****Ian McAskill / Beverly Trifonidis**

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| <p style="text-align: center;"><b>NEXT PAC MEETING</b></p> <p style="text-align: center;"><b>WEDNESDAY, MARCH 24, 1999</b></p> <p style="text-align: center;"><b>9:30 A.M. - ROOM A 225</b></p> <p style="text-align: center;"><b>ABBOTSFORD CAMPUS</b></p> |
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