

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES****November 24, 1999
2:00 p.m. - Room A225
Abbotsford Campus****PRESENT:** Norah Andrew (Chair), Jean Ballard, D'Anne Epp, Barry Garner, Elaine Harris, Sheryl Henderson, Varlene MacLeod, Ian McAskill, Patti Wilson**REGRETS:** Shomik Bhattacharya, Cheryl Wiens**GUESTS:** John Belec, Wendy Burton, Alan Cameron, Craig Chamberlin, Sheila Edwards, Paul Franklin, Wanda Gordon, Maureen Kiner, Tom Lulevitch, Michael MacColl, Georgina Marshall, John Martin, Don Murray, Rhonda Schuller, Jackie Snodgrass**1. APPROVAL OF PAC AGENDA****Motion:****I. McAskill / B. Garner**

To approve the 1999-11-24 PAC agenda.

APPROVED**2. APPROVAL OF PAC MINUTES****Motion:****J. Ballard / D. Epp**

To approve the 1999-10-27 PAC minutes with amendments.

APPROVED

Varlene MacLeod wanted it recorded that the Counselling and Advising department cannot support the statement in the minutes regarding Proficiency Certificates in Modern Languages that the "advanced certificate meets the requirements needed for PDP in a teachable area. However, the department must be careful how this is presented in the calendar."

These sentences will be removed from the minutes. The original document had a similar statement and Alan Cameron and Varlene will work on revising it.

Action: V. MacLeod / A. Cameron**3. NEW / CONTINUING BUSINESS****(a) Prerequisite Changes to FILM 110 and FILM 120**

Don Murray noted that Film had been moved to the Visual Arts area last spring and in reviewing the prerequisites for FILM 110 and FILM 120 the Visual Arts department added "or a grade of C or better in a 100-level Art History course" because success in that course would entail competent writing skills, and would make reference to a prerequisite option available within the department.

A discussion was held on what “success” meant in a course. It was suggested that the prerequisite be changed to “C- or better”. It was also suggested that “university-transfer credit” be removed from the Student Evaluation section of the course outline.

It was agreed that a recommendation be made to UCC that gradually all references in the UCFV calendar to “success in a course” be replaced with “C- or better”.

UCC Agenda: 1999-12-08

Motion:

E. Harris / Barry Garner

To approve FILM 110 prerequisite change with suggested amendments.

APPROVED

Motion:

B. Cook / S. Henderson

To approve FILM 120 prerequisite change with suggested amendments.

APPROVED

Changes to Visual Arts Minor Requirements and Lower-Level Requirements

Don noted that Film is already listed within the lower-level requirements for the Visual Arts Extended Minor. Adding Film to the Visual Arts Minor opens options, available within the department for those students whose primary interests are Art History rather than studio arts.

It was suggested that a note should be added to the calendar clarifying that the Visual Arts Extended Minor and Visual Arts Minor requirements are part of the BA program.

Motion:

D. Epp / Barry Garner

To approve calendar copy for the Visual Arts with suggested addition..

APPROVED

Calendar Copy (page 100)

Theatre Wardrobe Technician certificate

Visual Arts

Please refer to page 121.

Calendar Copy (page 212)

FILM 110

3 credits

Film Appreciation

(North America and Britain)

Prerequisite: CPT score of 48 or better, or a grade of

C or better in ENGL 202, or C+ in CCP ENGL 081 or 091, or ~~success~~ C- or better in a previous university-transfer English course, or a grade of C or better in a 100-level Art History course.

FILM 120 **3 credits**
Film Appreciation (Foreign)
 Prerequisites: CPT score of 48 or better, or a grade of C or better in ENGL 101, or C+ in CCP ENGL 081 or 091, or ~~success~~ C- or better in a previous university-transfer English course, or a grade of C or better in a 100-level Art History course.

Calendar Copy (page 108)

Film
Note: See Visual Arts section, page 121 of the calendar.
 "The cinema is

Calendar Copy (page 121)

Visual Arts
 Website: [www.ucfv.bc.ca/visual arts](http://www.ucfv.bc.ca/visual_arts)
 Through art....
 The Visual Arts program at UCFV integrates art history, film and fine arts to foster.....
~~This section specifies the extended minor and minor discipline requirements only. Please refer to pages 103–104 for additional Bachelor of Arts requirements.~~

Visual Arts Extended Minor requirements
Note: In orderprerequisites.
 This section specifies the requirements for the extended minor discipline, which is part of the BA program.

Visual Arts Minor requirements
Lower-Level Requirements: 12 credits
 · Twelve lower-level credits in Fine Arts, Film, and Art History, including:
Note: In order to beprerequisites.

This section specifies the requirements for the minor discipline, which is part of the BA program.

Calendar Copy (page 122)

Faculty
 Don Murray, BFA (Regina), MFA (UBC), Department Head
 Jill Bain....
 Davida Kidd...
 Bruce Pashak....
 Grace Tsurumaru...
 Rory Wallace~~Department Head~~

Calendar Copy (page 213)

<p>FA 123 Transferability: UBC, UVic, UCC</p>
<p>FA 124.... Transferability: UBC, UVic, UCC</p>
<p>FA 171 Transferability: UVic, UCC, OU, TWU</p>
<p>FA 172 Transferability: UVic, UCC, OU, TWU</p>
<p>FA 205.... Transferability: UBC, UVic, SFU, UCC, TWU</p>
<p>FA 210..... Transferability: UBC, UVic, SFU, UCC</p>

- (b) Changes to NURS 101, NURS 102, NURS 104 and NURS 106
 Wanda Gordon and Sheila Edwards reviewed the changes to these courses. NURS 101 had a course name, course description and learning objectives/goals change. NURS 102 had a quote deleted from the course description. NURS 104 had course description change. NURS 101, 102 and 104 had the calendar description changed. It was noted that “Professional resource” is part of the curriculum context. NURS 106 had learning objectives/goals were updated and reorganized.

Motion: **B. Cooke / V. MacLeod**

To approve course name, course description, and learning objectives/goals change to NURS 101 course outline as presented.

APPROVED

Motion: **J. Ballard / S. Henderson**

To approve calendar description change to NURS 102 as presented.

APPROVED

Motion:

I. McAskill / E. Harris

To approve calendar description change to NURS 104 as presented.

APPROVED

Motion:

E. Harris / I. McAskill

To approve updating revisions to the learning objective/goals for NURS 106.

APPROVED

Calendar Copy (page 236)

<p>NURS 101: Determinants to Health Introduction to Primary Health Care Prerequisites.... Corequisites:</p>	<p>4 credits</p>
---	-------------------------

This course will give students an overview of the determinants of health. The World Health Organization definition of health will give direction to the resources (personal, social and professional) and the environmental factors which interact to influence health. A specific discussion of personal resources will focus on the dimensions (physiological, psychosocial, cultural, developmental, spiritual) comprising each individual. Students will also consider the personal meaning of health, health promotion and health maintenance within the primary health care philosophy of health care delivery. Another aspect of this course will be an introduction to the concept of transitions. Choices made by the person regarding transitions (development, health/illness, situational and organizational) have implications for individual health. Exploration of lifespan development and developmental transitions relating to the childbearing family and aging will be discussed in greater depth.

<p>NURS 102: Introduction to Partnerships</p> <p>Partnership is defined as “working together in the process of change” (<i>New Directions for a Healthy British Columbia, 1993</i>). This course.....</p>	<p>3 credits</p>
--	-------------------------

<p>NURS 104: Developmental Transitions</p> <p>The interrelationship between determinants of health and transitions is the focus of this course. How an individual manages a transition is dependent on environmental factors and the personal, social and professional resources available. An overview of social resources will emphasize social support.</p>	<p>4 credits</p>
---	-------------------------

Professional resource will include continued discussion of the Framework for Caring. The students will also continue their exploration of lifespan development and developmental transitions relating to childbearing, childhood, adolescence, adulthood and aging.

(c) Calendar Changes to Modern Languages

Alan Cameron noted an additional statement that was requested be incorporated at the end of the Modern Languages section of the calendar “*Instructors reserve the right to move or place a student in the course appropriate to the student’s language level*” in order to prevent students from taking a course for easy credit. After French 100 the addition of “*Students have successfully completed French 11 can normally only receive credit for this course through course challenge and should contact the Department Head for appropriate placement.*” After French 101 and 102 add: “*Students having French 12 can normally only receive credit for this course through course challenge and should contact the Department Head for appropriate placement*” was suggested and Alan agreed.

Alan asked that page 18 of the calendar be corrected under APP examination French, Japanese and Russian should be added to the list with 101 and 102 (6 credits) appearing under UCFV Recognition list.

Motion:

V. MacLeod / I. McAskil

To approve calendar changes to Modern Languages with amendments.

APPROVED

Calendar Description Changes to GERM 101, GERM 102

It was suggested that the words “sign up” be replaced with “take” in the last line of the calendar description of GERM 101.

Motion:

B. Cooke / D. Epp

To approve calendar description changes to GERM 101 and GERM 102 with amendment.

APPROVED

Calendar Description Changes to GERM 201 and GERM 202

It was suggested that the calendar description for GERM 202, first line should read: “*German 202 (Intermediate German II) provides a modular continuation of the German program at UCFV.*”

Motion:

J. Ballard / E. Harris

To approve calendar description changes to GERM 201 and GERM 202 with amendment.

APPROVED

Calendar Copy (page 18)

REGULATIONS and POLICIES	
APP Examination	UCFV Recognition
Art History.....	
English — Literature.....	
French	FREN 101 and 102 (6 credits)
German...	
Japanese	JAPN 101 and 102 (6 credits)
....Psychology...	
Russian	RUSS 101 and 102 (6 credits)

Calendar Copy (page 112)

Modern Languages
 “Language is and placement.

Instructors reserve the right to move or place a student in the course appropriate to the student’s language level.

Calendar Copy (page 215)

FREN 100:	3 credits
.....	
<u>Note:</u> Students who have successfully completed French 11 can normally only receive credit for this course through course challenge and should contact the Department Head for appropriate placement.	
FREN 101:	3 credits
....	
<u>Note:</u> Students who have successfully completed French 12 can normally only receive credit for this course through course challenge and should contact the Department Head for appropriate placement.	
FREN 102:	3 credits
.....	
<u>Note:</u> Students who have successfully completed French 12 can normally only receive credit for this course through course challenge and should contact the Department Head for appropriate placement.	

Calendar Copy (page 218)

GERM 101 **3 credits**
Beginner’s German I

....

German 101 is designed for students who have little or no prior knowledge of the German language. Taking full advantage of new media and technology, this course provides a wide range of learning environments, and encourages

students to develop active and creative language skills. By the end of German 101 students should be able (i) to communicate accurately in a variety of everyday situations; (ii) to speak about past events; and (iii) to express ideas/opinions in German. Students who already have some knowledge of German (from home or from school) are encouraged to challenge this course, and/or to take a higher course.

GERM 102**3 credits**

....

German 102 extends and expands upon the communicative targets laid out in German 101. In particular, in German 102 students continue to build on acquiring a basic fluency in different communicative contexts. Also, an increased emphasis is placed on developing spoken German. By the end of German 102 students should have learned: (i) to communicate with basic fluency in a variety of different contexts: (ii) to use all of the major indicative tenses (i.e., to communicate about events in all different time frames); and (iii) to argue points of view, and to provide reasoned support for one's argument, in German. Students who already have some high school German (or have learned German at home) may register without German 101, at the instructor's permission.

GERM 201:**3 credits**

....

German 201 (Intermediate German I) provides a modular continuation of the German program at UCFV. That is to say, having completed German 102 students may move on to either 201 or 202 — the prerequisites are the same for both. In German 201 the focus is on continuing to develop active and creative language skills in both written and spoken German. In keeping with the intercultural approach developed in 101/102, students are exposed to and expected to work with increasingly sophisticated authentic language documents. Students with native-speaker backgrounds may decide to challenge this course, but may also find it useful as a more thorough grounding in the structure of the German language.

GERM 202:**3 credits**

.....

German 202 (intermediate German II) provides a modular continuation of the German program at UCFV. That is to say, having completed German 102 students may move on to either 201 or 202 — the prerequisites are the same for both. In German 202 the focus is on increasing communicative competence through exposure to a cross-section of authentic "cultural documents".

(d) New Course: GEOG 253

John Belec noted that this new course is one on geographical information systems and represents an extension of the "techniques" component of the Geography

program. A geographic information systems represents a digital approach to making maps and is a Canadian invention used commonly throughout the world. The department is also proposing to provide cartography “credit” to students that complete 253. This will also increase the options to students in the extended minor and minor programs.

Motion:

B. Cooke / S. Henderson

To approve GEOG 253 course outline as proposed.

APPROVED

Calendar Copy (page 108)

<p>Geography Geography Major Requirements Lower-Level Requirement: 22 credits · Geography.... · Geography 251 or 253 Upper-Level Requirements: 32 credits </p>
<p>Geography Extended Minor Requirements · Geography 101..... · Geography 251 or 253</p>

Calendar Copy (page 217)

<p>GEOG 253: Introduction to Geographic Information Systems Prerequisite: any first-year course in geography</p> <p>A geographic information system is defined to be a configuration of system hardware and software that captures, stores, analyzes, and displays geographic information. The focus of this course is on the theory and practice of GIS as a tool in geographical analysis and data management. Students will develop competency in the operation of GIS software in a computer lab setting.</p>	<p>4 credits</p>
---	-------------------------

(e) New Course: HIST 115

Bonnie Huskins noted that this course was recommended both by the Program Review and the History department’s curriculum subcommittee as a necessary addition to the history curriculum and fill a need for a first-year survey course on East Asian Civilizations. There are second-year courses in Asian History now and this course will complement the History department’s second-year offerings. HIST 115 will not be a prerequisite for second-year courses but provides a option for students.

Library resources were discussed and the course won’t be put on until the resources are available. There are no plans to put it on before 2001.

It was suggested that under Student Evaluation that the first sentence read: “*Quiz: There will be three quizzes; each will be less than 20 minutes.*”

Motion:**I. McAskill / S. Henderson**

To approve HIST 115 course outline as presented.

APPROVED

Calendar Copy (page 222)

HIST 115:**3 credits****Traditional East Asian Civilizations**

Prerequisites: none

Corequisites: none

An introduction to the evolution of East Asian civilizations (with emphasis on China and Japan) from ancient times to the early nineteenth century. The focus is on social structure, cultural tradition, economic systems, and political institution in pre-modern China and Japan.

(f) **New Courses: KPE 132a and KPE 132b**

Craig Chamberlin noted this course is proposed as part of the Adventure Tourism certificate program offered at CTC. When this program was first proposed there were three areas of Adventure Tourism (exploring land base, water base and alpine). This is the alpine part of the course which comes into second year and it has been split into two - "a" and "b" but is actually one course. It can not be offered at the same time of year because the students have to experience winter and summer mountaineering.

It was suggested that reference to CTC be removed from the prerequisites - Craig agreed.

Motion:**E. Harris / V. MacLeod**

To approve KPE 132a and KPE 132b course outlines with prerequisite amendment.

APPROVED**Number, Prerequisite and Calendar Description Changes to KPE 110 to KPE 215**

Craig Chamberlin noted that the number, prerequisite and calendar description changes to KPE 110 are proposed to provide a clearer indication of the nature of course and indicate where this class fits relative to the overall KPE curriculum and a move to second year. It is not a lab course. KPE 110 was removed from the calendar at the October PAC meeting. It was suggested that rather than use the number 210, even though that course had never been done and should have been removed from the calendar, there would be some confusion and it would be better to use 215. Craig noted that KPE 215 will not be a lab based course so is assigned 3 credits. It should also be noted in the calendar description copy that students cannot take KPE 110 for further credit.

Motion:**E. Harris / D. Epp**

To approve KPE 215 course outline with amendments.

APPROVED

Calendar Copy (page 225)

<p>KPE 132a Introduction to Mountaineering Prerequisites: Admission to Adventure Tourism Program Corequisites: none</p> <p>This course will provide you with an introduction to basic mountaineering skills. Topics will include essential skills for travel in mountainous terrain, as well as rescue techniques and environmental ethics.</p>	1.5 credits
<p>KPE 132b Introduction to Winter Mountaineering Prerequisites: Admission to Adventure Tourism Certificate Program Corequisites: none</p> <p>This course will provide you with an introduction to basic winter mountaineering skills. Topics will include essential techniques for winter travel in mountainous regions, as well as rescue techniques and environmental ethics.</p>	1.5 credits
<p>KPE 215 Introduction to Biomechanics Prerequisites: KPE 163 or KPE 190; BIOL 11/112 and PHYS 101 recommended Corequisites: none</p> <p>This course will introduce you to the fundamental laws of mechanics as they apply to human motor performance. Musculoskeletal structure and function, linear and angular kinematics, and fluid mechanics are applied to gain a greater understanding of human movement. You will also examine skill analysis, error detection, error correction, and the application of sport science principles within individual sport performance. Note: Students cannot take KPE 110 for further credit.</p>	3 credits
<p>KPE 110 The Analysis of Performance in Individual Sports</p>	4 credits

- (g) New Course: CRIM 203
John Martin noted that there was a physical fitness component in the Crim diploma program for about 12 years whereby students take a semester of physical training. What is proposed is that a student would spend a semester in physical training and if they chose can pick up the proposed new course (CRIM 203 which is about physical control and arrest tactics) for potential peace officers. It would not change the number of credits overall - it just an option. Liability was discussed. It was noted that on page 105 of the calendar Crim 203 should be added to the list of excluded courses for the Criminal Justice Extended Minor.

Motion:

B. Cooke / D. Epp

To approve the new CRIM 203 course and change to the Crim diploma program.

APPROVED

Calendar Copy (page 66)

Semester IV		
Course	Title	Credits
CRIM 220		
CRIM 202	Physical Fitness Training II	2
or CRIM 203	Physical Fitness With Self-Protection and Awareness	2

Calendar Copy (page 106)

· One other 100- or 200-level Criminology course (excluding Criminology/Criminal Justice 201/202/203)

Calendar Copy (page 198)

CRIM 203	2 credits
Physical Fitness with Self-Protection and Awareness	
Prerequisites: none	
Corequisites: none	
This course provides students with an opportunity to learn and practice physical contact tactics specifically related to law enforcement.	

- (h) Changes to Title, Description and Number Change of ABT 122 to ABT 123
 Maureen Kiner noted that the department proposed to change ABT 122 which is current “Job Search” to “Business Communications”. The new course would include a job search component as well as focus on business and letter writing skills. It was suggested that a new number (ABT 123) be used to avoid confusion. ABT 122 would be removed from the calendar.

Motion:

3 credits

To approve title, calendar description and number change from ABT 122 to ABT 123 and the deletion of ABT 122 from the calendar as proposed.

APPROVED

Calendar Copy (page 49)

Second Semester		
<i>Courses common to both specialties</i>		
Course	Title	Credits

ABT 102.....		
ABT 122	Job Search 3	
ABT 123	Business Communications	3
ABT 132.....		

Calendar Copy (page 176)

ABT 122	3 credits
ABT 123 Business Communications Prerequisites: ABT 121 (Communication - Practical Applications), ABT 103 (Word Processing), ABT 109 (Introduction to Computers) Corequisites: none This course provides an introduction to planning and writing effective business correspondence. It focuses on communication from the perspective of the organization, the employer and the employee. Students will analyze writing situations and apply appropriate style and basic writing principles to typical office correspondence. They will prepare employment communication, both traditional and electronic. Students are prepared for an employment interview and given the opportunity to practice presentation skills.	3 credits

- (i) New Courses: ENGL 370, ENGL 265, ENGL 266
Rhonda Schuller noted that ENGL 370 is an upper-level course that would carry the same prerequisites as other upper-level offerings and would serve as one four-credit option in the choice for upper-level courses for Arts students. UBC requires this course for its PDP students. A discussion was held on library resources for the course and Rhonda was asked not to think about offering the course until library reference material was available.

Motion: **D. Epp / V. MacLeod**

To approve new course: ENGL 370 as presented but that the course not be offered until library reference material is available.

APPROVED

Rhonda Schuller noted that ENGL 225 and 226 were two new courses that would be taken together. The program review recommended that the department develop more second-year offerings. These courses would broaden the range of survey courses. It was noted that there is now an ENGL 226 so the numbers of these new courses should be changed to ENGL 265 and ENGL 266. The reason the course descriptions are vague is because a number of different instructors with different backgrounds will teach the course and a full course description will be made available when the course is being offered. It is important that the objects remain the same.

Motion:

J. Ballard / V. MacLeod

To approve new courses ENGL 265 and ENGL 266 with amendments.

APPROVED

Course Title and Calendar Description Changes To ENGL 201 and ENGL 202

Rhonda Schuller noted that the English department wished to redivide the literature survey coverage offered in ENGL 202/202 to more evenly divide the literature and make more workable courses. ENGL 201 would change to cover authors from Chaucer to Milton and ENGL 202 would begin with Pope to Yeats.

Motion:

E. Harris / I. McAskill

To approve the proposed to changes to ENGL 201 and ENGL 202.

APPROVED

Calendar Copy (page 206)

<p>ENGL 201: 3 credits English Literature, 14th-17th Century Major Authors: Chaucer to Milton Pope</p>

An introduction to Chaucer's *Canterbury Tales*, Shakespearean drama, Milton's *Paradise Lost* and to other 15th to 17th century verse and prose. Essays and an examination are required. Your appreciation of English literature will be enhanced by studying History 109 either previously to or concurrently with English 201.

<p>ENGL 202: 3 credits English Literature, 18th-20th Century Major Authors: Blake Pope to Yeats</p>
--

Students will study 18th century writers such as Pope, Swift, Johnson and the early novelists; the rebellion against reason led by Blake and the Romantic poets; Victorians such as George Eliot and Dickens; and the literary innovators of the 20th century such as Woolf, Shaw, Yeats and Joyce. Your appreciation of English literature will be enhanced by studying History 110 either previously to or concurrently with English 202.

<p>ENGL 265: 3 credits Classical Literature in Translation</p>

Prerequisites: Any two 100-level English courses — ENGL 105 or higher, or permission of instructor
 Corequisites: none

This course studies some of the most influential literature written in Greek and/or Latin from the period of Homer to the period of Virgil and Ovid.

ENGL 266: **3 credits**

Renaissance Literature in Translation

Prerequisites: Any two 100-level English courses — ENGL 105 or higher, or permission of the instructor

Corequisites: none

This course studies some of the most influential literature written in Europe from the period of Dante and Petrarch to the period of Cervantes and Moliere.

Calendar Copy (page 208)

ENGL 370 **4 credits**

The History of the English Language

Prerequisites: Any two second-year English courses

Corequisites: none

The course explores the evolution of the English language from its origins in the West Germanic dialects established in England in the seventh century to its present position as an international medium for commerce and technology. Students will examine the linguistic, historical, and social factors that have influenced the language's development. Special attention will be paid to the rise of diverse national and regional variation of English.

(j) New Courses: FNST 101, FNST 102, FNST 201, FNST 202

Georgina Marshall noted that the SSSW department were requesting approval to changes to course prefix, course title, course description, and credit value for the First Nations courses (SSSW 271, 272, 273) in the FNSS diploma program that was approved by PAC in December 1998. The changes were the result of consultation with Sto:lo Nations people, particularly elders and resource workers. The department wanted it clearly indicated that they are First Nations courses. The department would like to offer FNST 102 in January 2000 as a pilot project. Although it was not the case with FNST 102, it was suggested that there seemed to be some parallel with some Sociology and Anthropology courses offered at UCFV and the other FNST course outlines presented, and consultation should take place with Kevin Busswood and Doug Hudson. The Deans should be aware of discussions that are taking place with the Sto:lo Nation at the different levels so that there is communication between departments at UCFV. It was agreed to approve FNST 102 and Georgina would bring back FNST 101, FNST 201 and 202 to PAC in the Spring.

Action: Georgina Marshall

Norah Andrew noted that there should be some clarification of what other First Nations activities being carried out at UCFV and whether is any way to coordinate them to avoid overlap. Often the initiatives are not initiated by UCFV

but rather by the Sto:lo Nation and there may be a communication problem at that level as well.

Motion:

S. Henderson / I. McAskil

To approve FNST 102 as described.

APPROVED

SSSW Calendar Copy Changes and Course Description Changes to SSSW 380, SSSW 394, SSSW 404, SSSW 450

Debi Block noted that the department agreed that two letters of reference would provide a better assessment of a student's suitability for the programs - Social Services diploma and the Bachelor of Social Work entrance requirements. It was suggested that the criteria on the reference forms be available to students know what they are. Debi noted that the department are working on the criteria and it would be possible to make them available through Student Services, Admissions and the Social Services department. The department also accepts mature students into the SS diploma without proof of secondary school graduation when they have university transfer credits and would like the entrance requirements to reflect this. It was suggested the statement should read: **Mature students who have at least three (3) university transfer credits do not require a high school transcript.**

Debi noted that it is no longer necessary to alternate offerings of SSSW 200 and SSSW 210 by campus as required when the program was first set up. SSSW 200 can now be offered in the Fall and SSSW 210 in the Winter on both campuses so the program outline was revised for calendar copy.

The department has agreed that CIS 110 qualifies as a data manipulation elective and requests that this be added to the list of Group A electives to read: **CIS 100, 110 or BUS 160.**

Because of budget cuts SSSW 150 can only be offered in the Winter semester and the program outline was revised to reflect this.

For the purpose of clarity, personal statements have been reworded and put into question point form in the hope of making requirements more clear.

The BSW program will undergo accreditation review in 2000 and may be asked to make curriculum changes by the Accreditation Board and want to ensure students are aware of this.

Debi noted that the department wanted prospective students to clearly see that there are three separate options for entering the BSW program. They have added the third option because 25% of applicants already have a Bachelor degree. It was suggested that under point number II that the following be added: **Contact the SSSW department for current list of qualifying electives.**

The department needed to define what two years of work experience meant and decided to make it equitable for all BSW applicants.

The department wished to clarify which social work courses other degree students or SSSW diploma students have access to. PAC suggested that this needed more clarification. It is possible it could be deleted from the calendar. Debi Block noted that more detail was added to the course descriptions SSSW 380, 394, 404, 450.

Action: Georgina Marshall

Motion:

J. Ballard / I. McAskill

To approve program calendar changes with amendments and calendar description changes to SSSW 380, SSSW 394, SSSW 404, SSSW 450 as presented..

APPROVED

Revised Course Outlines for SSSW 496 and SSSW 498

SSSW was submitted with removal of reference to CYC. It was agreed that SSSW 497 will be submitted to the December PAC meeting for approval. SSSW had Textbooks, References, Material section included as requested by PAC.

Action: Georginal Marshall

Motion:

E. Harris / B. Garner

To approve the course outlines for SSSW 496 and SSW 498 as presented.

APPROVED

Calendar Copy (page 83)

Entrance Requirements

- Secondary school graduation or equivalent (ABE Provincial, Advanced or GED). Mature students who have at least three (3) university transfer credits do not require a high school transcript.

How to Apply

1. Submit

Additional documents required for a complete application:

- proof ofpaid or volunteer.
- two letters of reference from past employers, teachers, or volunteer supervisors who can comment on your suitability to work with people in the social services field. These must be on reference forms available from the SSSW department or original, signed letters on letterhead addressing the criteria on the reference forms.

Calendar Copy (pages 84 & 85)

Program Outline

Second Year		
Semester III		
Course	Title	Credits
SSSW 125	Human Development	3
SSSW 200	Counselling Skills	3
or SSSW 210	Intro to Social Welfare (Abbotsford)*	3
SSSW 229	Seminar 1	1
Elective		
Semester IV		
Course	Title	Credits
CMNS 255	Communications for Human Services II (Advanced)	3
SSSW 200 or	Counselling Skills (Abbotsford)	3
SSSW 210	Intro to Social Welfare (Chilliwack)*	3
SSSW 230		
Note 1: Electives		
· Computer Information Systems 100, 110 or BUS 160		

Calendar Copy (page 87)

Semester III		
Course	Title	Credits
SSSW 125		
SSSW 627	Self-care Seminar	1.5
SSSW 150	Approaches to Helping: A Theoretical Overview OR	
SSSW 255.....		
Semester IV		
Course	Title	Credits
SSSW 601B....		
SSSW 225	Communication for Human Services	3

Calendar Copy (page 88)

Entrance Requirements	
1.	Students are required to meet the minimum entrance requirements described in on of the following categories three streams, with a GPA of not less than 2.75 for all courses taken towards the BSW: <ol style="list-style-type: none"> I. Completion of the UCFV Social Services diploma, including 4 qualifying university transferable electives and an introductory statistics course. II. 60 qualifying university-transferable credits in Arts and Sciences which must include: 6 credits of English or Written Communications; 3 credits of Human Development; 3 credits of Introductory Statistics; 3 credits of Introduction to Social Services; 3 credits of Introduction to Social Welfare; 6 credits of Interpersonal Communications and Counselling Skills (or equivalent training) and 3 credits of either Family Dynamics or Sociology of the Family.

- (Contact the department for qualifying list of current electives.)
- III. Completion of a Bachelor of Arts or Science degree, including introductory courses in Statistics, Human Development, Sociology of the Family, Social Services, and Social Welfare.
- ~~Completion of UCFVPHIL 110.~~
 - 2. ~~Two years of supervised work.....practicum)-~~
400 hours of recent, supervised work experience in human services, either paid or voluntary, which may include completed practicum hours.
 - 5. ~~A personal statement indicating.....1,000 words in length.~~
A personal statement (typed, double-spaced, about 800 to 1,000 words in length) that addresses the following questions:
 - a. Why do you want to become a social worker?
 - b. What kinds of life/work experiences have you had that contributed to this decision?
 - c. What experiences have you had that prepare you for social work in a multicultural environment?
 - d. What do you see as the most pressing social problem or issue facing Canadian society? Why?
 - 6. ~~At least one~~ Two letters of reference from social workers or related work, practicum, or volunteer supervisors. These must be on reference forms available from the SSSW department or original, signed letters on letterhead addressing the criteria on the reference forms.

~~The BSW program is a candidate for accreditation with the Canadian Association of Schools of Social Work.~~

The BSW program is currently undergoing the Canadian Association of Schools of Social Work accreditation process. Changes may be made to the curriculum as a result of accreditation requirements.

Calendar Copy (page 249)

Social Services/Social Work

Note: Students who wish to take more than two ~~social work~~ upper-level social work courses that are required for the BSW must be accepted into the BSW program.

Calendar Copy (page 251)

SSSW 380 (formerly SW380) 3 credits
Social Work and Community Development

This course will class, gender, and sexual orientation on social work and community development.

Calendar Copy (page 251)

SSSW 394 (formerly HSER 294) 3 credits
Introduction to Substance Abuse

This course is designed to give students a working knowledge of the nature and extent of both chemical dependencies and addictive behaviours. Students will explore various theoretical perspectives on the nature of addictions. Topics include an overview of commonly abused substances, the use/misuse/abuse continuum, the social costs of addiction, specific drugs, social issues around addiction, and prevention and treatment of addictions. There will be an emphasis on issues related to gender, ethnicity, sexual orientation, and age. The particular focus of social work/social services in the continuum of care will be examined.

Calendar Copy (page 252)

SSSW 404 (formerly SW 404)

3 credits

This course will cover scientific methods and their application to social work practice and research. Also included will be strategies and skills appropriate to evaluation of social work interventions and programs. Learners will be expected to read and analyze social work research with a critical focus. Learners can expect to develop a beginning competence in the design and implementation of social work research. Skills in accessing computer-based information will be examined.

SSSW 450 (formerly SW 450)

Current Issues in Social Work Practice

Working from a structural social work perspective, in a seminar format, current issues relating to the generalist practice of social work will be discussed. Issues covered may include structural theory, HIV/AIDS, death and dying, mental health, legal issues and Corrections, among others. Students will be encouraged to relate individual assignments to their current or anticipated area of social work practice.

(k) CIS 370 - Software Engineering Calendar Copy Insertion

It was agreed that as pointed out in a letter from the Association of Universities and Colleges of Canada (AUCC) that note should be inserted in the calendar under CIS 370 calendar description to indicate that this course does not qualify persons to hold the "P.Eng" designation.

New Courses: CIS 495 and CIS 496

Paul Franklin reviewed the rationale for CIS 495. He stated that they have to respond quickly in order to keep the program and students current. To do this they need two courses that can be used to teach new topics in a variety of areas. If these courses became static, they would propose to place their content into permanent courses. Special topics courses could, in some cases, become an incubator for new courses. The purpose of these courses is bring prospective BCIS graduates about to enter the job market up-to-date with the most recent areas of technology. One course will be in "systems" and the other in "applications." Paul noted that it might be possible for a student to take the

course more than once for credit but they would have to be accepted into the program.

Motion:

E. Harris / V. MacLeod

To approve new courses CIS 495 - Advanced Topics in Computer Systems and CIS 496 - Advanced Topics in Computer Applications as presented.

APPROVED

CIS

Changes to CIS 100, COMP 100, CIS 110, CIS 115, CIS 145, CIS 280, CIS 390, 440

Paul Franklin noted that the department updated the course outlines to the above courses and the complete course outlines were presented to PAC for approval. New learning outcomes and new course descriptions were reviewed for CIS 100, COMP 100, CIS 110, CIS 115, CIS 145, CIS 280, CIS 390, and CIS 440.

Motion:

V. MacLeod / B. Cooke

To approve course description changes to CIS 100, COMP 100, CIS 110, CIS 115, CIS 145, CIS 280, CIS 390, and CIS 440 as presented.

APPROVED

Course Prerequisite Changes for CIS 280 and COMP 315

Paul pointed out that the difference between MATH 360 and COMP 315 was that in MATH 360 a lot more derivation of the theory and COMP 315 teaches more of the applied use of the software. It was noted that the prerequisite change should be recommended for the year 2000 and required for 2001 for student success.

Motion:

V. MacLeod / B. Cooke

To approve prerequisite changes to CIS 280 and COMP 315 with amendment.

APPROVED

Calendar Changes - Prerequisite For All Upper-Level 300 and 400 courses

Paul noted that the department has decided that admission to the degree program will be required for all enrolments in upper-level CIS courses. Exceptions will be dealt with through an appeal process, requiring a letter to the department.

Motion:

D. Epp / P. Wilson

To approve prerequisite change for all upper-level 300 and 400 courses.

APPROVED

Prerequisite Change to COMP 100 - Introduction to Computers

Paul noted that the new prerequisite is currently in the official course outline, but not in the calendar. COMP is a service course to the Sciences and they have MATH 12. Other students without MATH 12 have problems understanding functions and variables and solving simple programming problems. It was suggested that **MATH 12 or Math 094 and Math 095 be strongly**

recommended for 2000 and required for 2001.

Motion:

E. Harris / D. Epp

To approve prerequisite change for COMP 100 with amendment.

APPROVED

Course Title and Description Changes to COMP 455

Paul noted that the name change was from “Advanced Topics” to “Client/Server Programming.” The course description changes were made to bring it up-to-date in the programming field. It was noted that students could not take the course under the old number and description and the new number and description for further credit.

Motion:

B. Garner / I. McAskill

To approve course title and description changes to COMP 455.

APPROVED

Calendar Copy (page 194)

<p>CIS 100: Introduction to Computer Information Systems A generalsystems.</p> <p>Designed for students with limited or no experience in the use of microcomputer software applications. Overview of computer concepts, electronic mail and the Internet will be introduced. Emphasis is on a practical, step-by-step, hands-on approach to learning an operating system, word processing, electronic worksheets, database management and visual and graphic software in a popular office suite application package.</p>	<p>4 credits</p>
<p>CIS 110: Computerized Business Applications Students will.....be used.</p> <p>Designed for students with a basic foundation in the use of microcomputer software applications. Students will accelerate directly into the use and integration of the more advanced features of word processing, electronic worksheets, database management and visual and graphic software as well as electronic mail and the Internet. Emphasis is on computer use to analyze and solve problems in a business environment using a popular office suite application package.</p>	<p>4 credits</p>
<p>CIS 115: Foundations of Computer Information Systems This courseresearch assignment.</p> <p>This course provides a broad understanding of computer concepts and models</p>	<p>3 credits</p>

used with computer information systems technology in order to prepare students for further studies within the field. Concepts include hardware and software, representation of data, and program and system development.

CIS 145: 4 credits
Web Publishing

~~The objectivevisual tool.~~

The objective of this course is to teach students how to design, organize, and maintain the documents and data that make up a website, Students will learn HTML programming, style sheets, JavaScript programming, data linking, and multimedia web pages. It is intended that much of the work produced will be done using HTML source code and HTML accessories.

Calendar Copy (page 195)

CIS 280: 4 credits
Application Programming

~~The majorassigned project.~~

Prerequisites: CIS 180 and COMP 155 (both with C+ or better recommended for 2000, required for 2001)

This course examines the development of connectivity solutions for Client/Server systems. Topics include servers versus clients, SQL-based database systems, transactions, middleware, and communication between clients and servers. A major team-based programming project will be developed and presented by the students at the end of term.

CIS 370: 3 credits
Software Engineering

Note: This course does not qualify persons to hold the "P.Eng." designation.

CIS 390: 3 credits
Data Communication

~~Students willbusiness problem.~~

Students will become familiar with the ideas, methods and standards being used for the electronic exchange of data, as well as a discussion of interfaces. Included will be discussions on the OSI reference model, commonly used protocols, data communication equipment, network topologies (international, national, provincial, local), network design and tradesoffs, routing protocols, performance analysis and modeling, and network and data security. Students will consider case studies of different performance measures and management requirements, so that they can effectively analyze data communication alternatives for a business problem.

CIS 440: 3 credits
Project

~~Students willbe addressed.~~

Each student, with the guidance of a faculty advisor, will complete and present a self-directed project demonstrating the skills and knowledge obtained in the CIS program.

Calendar Copy (page 196)

COMP 100:	4 credits
Introduction to Computing	
Prerequisites: MATH 11 MATH 12 or MATH 094 and MATH 095 (recommended 2000, required 2001)	
An introduction to the fundamentals of microcomputer software applications and structured programming. Students will learn the basics of word processing, spreadsheet, database and programming tools of a popular office suite application to solve business type problems and to implement simple computer programs.	
Note: Students cannot receive credit for both CIS 100 and COMP 100.	

COMP 315:	3 credits
Computer Simulation and Modelling	
Prerequisites: MATH 111, MATH 113, MATH 115 or MATH 125 (recommended for 2000, required for 2001), acceptance to the CIS degree program	

Calendar Copy (page 197)

COMP 455:	3 credits
Advanced Topics Client/Server Programming	
Prerequisites: C+ or better in CIS 280 and COMP 351, acceptance to the CIS degree program	
Corequisites: COMP 315	
This coursefield.	
This course focuses on the technology of distributed computation, whereby a collection of distinct programs, distributed over a network, work together to achieve a common goal. Programming models studied include CORBA and Java/RMI. This course provides degree students with advanced technical knowledge and experience with the design and deployment of complex distributed software. Distributed systems can be considered to be the place where the two major streams of the UCFV CIS program, programming and networking meet. This course will focus on managing distributed <i>computation</i> , as distinct from managing distributed <i>data</i> .	

CIS 495:	3 credits
-----------------	------------------

Advanced Topics in Computer Systems

Prerequisites: Acceptance to CIS degree program, other prerequisites determined by instructor and topic.

This advanced topics course is designed to provide study of the latest up-to-date technologies and issues in computer systems. Topics may be drawn from new technologies and issues in areas such as operating systems, databases, hardware, data communications, computer security, multimedia, computer ethics and management, and others. Topics will vary depending on semester and instructor. Students should consult the department for current offerings.

CIS 496:**3 credits****Advanced Topics in Computer Applications**

Prerequisites: Acceptance to CIS degree program, other prerequisites determined by instructor and topic.

This advanced topics course is designed to provide study of the latest up-to-date technologies and issues in computer information systems applications. Topics may be drawn from new technologies and issues in areas such as artificial intelligence, application programming, advanced web site design, e-commerce, object-oriented technology, user interface design, computer graphics, CASE tools and others. Topics will vary depending on semester and instructor. Students should consult the department for current offerings.

Calendar Copy (page 195 - 197)

Remove ~~“or permission of program head”~~ from all prerequisites for the following:

CIS 370, CIS 380, CIS 390, CIS 430, CIS 440, CIS 480, CIS 485, COMP 315, COMP 340, COMP 351, COMP 355, COMP 371, COMP 455

- (1) Prerequisite Changes to CMNS/MACS 212, CMNS 099 and CMNS 108
Wendy Burton noted that students that are attracted to CMNS/MACS 212 do not have the right prerequisites so they were requesting a change from “none” to **“a C or better in CMNS 124, CMNS 155, CMNS 165 or ENGL 105.”** The course will not be offered until September of 2000.

Motion:**J. Ballard / B. Garner**

To approve the prerequisite change for CMNS/MACS 212 as presented.

APPROVED

Wendy noted that a change in prerequisites for CMNS 099 and CMNS 108 was requested because it was found that students for whom English is another language were having difficulty in these courses because they were not at the appropriate writing level. They were proposing the change as a guidance for students for whom English is a second language. The prerequisite change was to **recommend that English as a Second Language students have ESL WG84, ESL S76, ESL L87, ESLR80 or equivalent level.”** Wendy asked for advice in

how this should be reflected in the calendar for ESL students. Wendy noted that CMNS 099 was designed for students who may have grade 12 but are not ready, based on assessment, for first-year writing courses.

Motion: **S. Henderson / J. Ballard**

To approve the prerequisite change to CMNS 099 and CMNS 108 and that it be indicated as be recommended for ESL students.

APPROVED

CMNS 250 (Course Number Change Replacing CMNS 225 and CMNS 255)

Wendy Burton noted the CMNS 225 and 255 have become identical over the years and because of scarce resources there was a need to develop them into one course. The title would also change. CMNS 250 would be listed in the calendar as “formerly CMNS 225 and CMNS 255” because other departments using these courses as prerequisites will have to make changes as well and Wendy will inform those departments. A reference to Agriculture should be deleted in the prerequisites.

Motion: **Action: W. Burton
V. MacLeod / B. Garner**

That CMNS 250 course outline be approved with amendment.

APPROVED

New Course: CMNS 385

Wendy Burton noted that CMNS 385 is the final that is needed for the proposed degree in Applied Communications. Wendy asked that the title of the course in the outline presented be changed to “**Language and Action: A Survey of Contemporary Rhetoric**”. A change of a semicolon after the word “action” in the course description was also made. Wendy noted that they wanted students to have students to have first- and second-year scholarship before taking this course.

It was suggested that the prerequisites should read: “**45 credits of university transfer courses including a first year Communications or English course.**” Library reference material was discussed.

Motion: **B. Garner / V. MacLeod**

To approve CMNS 385 course outline with title and prerequisite change.

APPROVED

Calendar Copy (page 192)

<p>CMNS 099: Introduction to Written Communications Prerequisites: none Recommended that ESL students have ESL WG84, ESL S76, ESL L87, ESL R80 or equivalent level.</p>	<p>3 credits</p>
<p>CMNS 108: Critical Analysis and Study Methodology (Reading and Study)</p>	<p>3 credits</p>

Prerequisites: ~~none~~ Recommended that ESL students have ESL WG84, ESL S76, ESL L87, ESL R80 or equivalent level.

Calendar Copy (page 193)

CMNS 212 (MACS 212): **3 credits**
Applied Communication
 Prerequisites: ~~none~~ C or better in CMNS 124, CMNS 155, CMNS 165 or ENGL 105

CMNS 250 (formerly CMNS 225 and CMNS 255) **3 credits**
Report Writing for Business, Information Technologies, Social and Human Services
 Prerequisites: C in CMNS 155, or CMNS 125, or English 105

This course introduces the skills of report writing in a business and/or social sciences context. Students will develop the skills and principles learned in CMNS 155 or CMNS 125. The main focus is the formal research report, including a research proposal, progress reports, and formal presentations. Secondary research skills, project planning, documentation and citations, and data collection and manipulation are practiced.

CMNS 385 **3 credits**
Language and Action: A Survey of Contemporary Rhetoric
 Prerequisites: 45 credits of university transfer courses including a first year Communications or English course.

Students will investigate major schools of contemporary rhetorical theory in an effort to understand the paradigms governing language use in contemporary social and linguistic environments. Rhetoric always includes study of the ways language serves as a call to action; in this course, the emphasis will be on the ways language acts — in itself, on the user, and on the discourse community.

Calendar Copy (page 235)

MACS 212: **3 credits**
Applied Communication
 Prerequisites: ~~none~~ C or better in CMNS 124, CMNS 155, CMNS 165 or ENGL 105

(m) Graphic Design Program Course Changes

Tom Lulevitch noted that department was going from a two-year diploma to a three-year diploma design, which was initiated in 1996 and approved but lacked budget to implement. Many of the courses in the three-year program have never been taught.

It was suggested that Tom list all the GD approved courses that have never been taught.

The Fine Arts courses with the same numbers will not be removed from the

calendar. The new course outlines should not make reference to the Fine Arts courses as former course numbers. Tom was asked to remove these references in the course outlines. It was suggested that the prerequisites should read completion of previous year of Graphic Design program. Tom was asked to provide a list of all the courses that have to be deleted from the calendar.

Action: T. Lulevitch.

GD 101 - course description updated
 GD 113 - new course description
 GD 114 - new course description
 GD 124 - GD 124 new course description and title change to Painting
 GD 125 - new course description
 GD 127 - new course description
 GD 155 - course description and title change to Computing for Graphic Design 2
 GD 183 - course description change, and title change to Photography 1
 GD 207 - course number change GD 200 to GD 207, course description change (GD 200 should be deleted from the calendar)
 GD 257 - new course description
 GD 263 - course description change
 GD 366 - title change and new description change
 GD 367 - new course description
 GD 369 - number change from GD 200 - new course.

Motion:

B. Cooke / V. MacLeod

To approve changes to existing courses that are part of the GD three year program.

APPROVED

New Courses: GD 364, GD 365 and GD 368

Tom Lulevitch noted that the total hours per term should be 82.5. Lecture 15 hrs., Laboratory 52.5 hrs, Student Directed Learning 15 hrs. Prerequisites should be changed to read: **“completion of previous year of Graphic Design program.”**

Motion:

V. MacLeod / B. Cooke

To approve new courses GD 364, GD 365, and GD 368 as presented.

APPROVED

GD Program Calendar Changes

Tom Lulevitch noted that the department was asking for a change in the program from what was approved in 1996. These changes were the deletion of the Fine Arts and Art History courses and replaced by Graphic Design courses. There was no change in subject matter.

Tom was asked to return to PAC with what was approved by the DPRC and how that relates to the changes requested and a summary of what the program looks

like now and what it looked like previously.

Action: T. Lulevitch

Calendar Copy (page 219 - 220)

<p>GRAPHIC DESIGN Note: The courses listed below are forfor more details.</p>	
<p>GD 101: Computing for Graphic Design I</p> <p>This course will provide students with an essential understanding of the three main design software programs, their purpose, interrelationship, and limitations. Knowledge of each program’s toolbox and tool function will introduce the almost unlimited usefulness of these core programs. In addition students will learn to understand the computer conceptually, its strengths and limitations, computer housekeeping, and computer colour spaces.</p>	<p>3 credits</p>
<p>GD 113: Materials and Processes Prerequisites: admission to the Graphic Design program.</p> <p>Students will be immersed in the nature and application of a broad variety of media and materials in a hands on studio environment. Media will be examined individually and in mixed combination. The impact of surfaces, both traditional and experimental, will be investigated throughout the semester.</p>	<p>3 credits</p>
<p>GD 114: Life Drawing Prerequisites: admission to the Graphic Design program</p> <p>“The first step to creation is to see everything as it really is and that demands a constant effort.” Matisse. Students will draw from the model, developing a high-focus approach to the pose being studied. The complexity of the human form offers the design student an opportunity to develop keen observational and drawing skills.</p>	<p>3 credits</p>
<p>GD 124: Painting Prerequisites: admission to the Graphic Design program</p> <p>Students will concentrate on the paint medium in isolation and in relation to a variety of surfaces. How the successful painting “mark” is made will be discovered through a variety of methodologies including the traditional paint brush. The emphasis is on experimental and hands-on procedures in an active studio environment.</p>	<p>3 credits</p>
<p>GD 125: Colour I Prerequisites: admission to the Graphic Design program</p>	<p>3 credits</p>

This course covers the theory and application of colour as a design element. Various mediums and techniques will be utilized through studio exercises. Students will explore the physical characteristics, psychological effects, and cultural implications of the use of colour.

GD 127: **3 credits**

Introductory Printmaking

Prerequisites: admission to the Graphic Design program

Students will be introduced to making images using a variety of printing surfaces. Students will creatively use metal and computer generated images. Woodcuts, linocut, and photopolymer plates will be combined with text and printed on a variety of paper surfaces using the letterpress and etching press.

GD 155: **3 credits**

Electronic Pre-Press I Computing for Graphic Design 2

Prerequisites: admission to the Graphic Design program

Electronic or digital prepress refers to the computerized method by which final art is designed, produced, and made ready for the printer. The basics and software of electronic prepress, introduced in GD 101, will be reiterated and developed further for accurate digital file preparation, rip ready, for printing.

GD 183: **3 credits**

Photography I

Prerequisites: admission to the Graphic Design program

Graphic design students will be introduced to the function and capability of the 35mm camera. This course will introduce students to the operation of the camera in the context of photography used in graphic design projects. Students will explore shooting with E6 colour transparency film and lighting solutions for indoor studio and outdoor location projects.

GD 200: **3 credits**

Business Essentials for Graphic Designers

GD 207: **3 credits**

Digital Photography

Prerequisites: admission to the Graphic Design program

The digital camera, although operating on the same principles as traditional photography, has a unique advantage in its immediacy and downloading capacity. Emphasis will be placed on digital camera operation and processes. Camera to computer conversion, studio lighting, and manipulation of digital imagery will be constantly addressed.

GD 225 (formerly GD 126) **3 credits**

GD 256: **3 credits**

GD 257: **3 credits**

Digital Design Processes

Prerequisites: completion of previous year of Graphic Design program

The variety and changing nature of software and computer processing speeds demands that a designer be able to follow the changes with a strong awareness of how to use these advanced technologies. Students will learn how digital files are prepared and used on the World Wide Web, how analog to digital film production is accomplished, and how to design interactive presentations.

GD 263: **3 credits**

Typographic Design

Prerequisites: completion of previous year of Graphic Design program

This class will approach design using typography alone without the aid of illustrative or photographic imagery. Typography becomes imagery. Students will confront the problem of designing and communicating with a variety of type styles with the addition of graphic motifs and colour. There will be a strong emphasis on the emotive use of type and how it can be relied on for salient communication.

GD 364: **3 credits**

Multimedia Design

Prerequisites: completion of previous year of Graphic Design program

The digital format enables great flexibility in combining media. Animation, three-dimensional imagery, sound and typography all will be used in a creative and experimental environment. The web will be critiqued and used as a source for understanding the use of HTML. File preparation using HTML and a variety of software will be investigated for their strengths and limitations.

GD 365: **3 credits**

Environmental Graphics

Prerequisites: completion of previous year of Graphic Design program

This class involves graphic design problems that demand a three-dimensional solution. Students will learn to conceptualize three-dimensional structures whereby "form follows function." The importance of human scale and motion in relation to visual communication will be emphasized throughout the semester. The application of text, imagery, and design, together with music and voice overs, will be explored.

GD 366: **3 credits**

Interactive Portfolio

Prerequisites: completion of previous year of Graphic Design program

This course will explore the potential of presenting material in digital media. The focus will be on building a conceptual resolution to interactive

presentation. Students will use their own body of work as content and produce a functioning digital portfolio. The portfolio can then be used as a website, interactive CD-ROM or DVD. The instructional intent is to facilitate the process of developing a presentational concept into an experientially appropriate form.

GD 367: **3 credits**

Publication and Book Design

Prerequisites: completion of previous year of Graphic Design program

This course will include cover design and function, table of contents, chapter openers, headers and footers, and the grid. Students will be expected to use these time-honoured elements, take them to their limits, and design innovative and dynamic portfolio pieces. The structure of the book, and method of binding, will be addressed as a creative opportunity as opposed to a mechanical restriction.

GD 368: **3 credits**

Graphic Design 5

Prerequisites: completion of previous year of Graphic Design program

The course will require students to complete a broad and varied body of work that will constitute a hard copy finished portfolio, ready for prospective employment. Emphasis will be placed on the written and verbal rationale for a prospective client base together with the clear informed voice and style of each individual student.

GD 369: **3 credits**

Business Essentials for Graphic Designers

Prerequisites: completion of previous year of Graphic Design program

Graphic design students who plan to own their own design consultancy will learn the theory and practice of running a design business. Areas to be investigated include marketing your business, pricing/estimating/invoicing, business planning, sales projections, contracts, and capital and equipment financing.

(n) International Business Concentrations, Minors in Bus Admin and BA Arts
Inclusion of Business Minors

Michael MacColl reviewed the International Business concentration, the minors in Business and the BA Arts inclusion of a Business minor. A discussion was held on what was meant by a concentration.

Motion:

E. Harris / V. MacLeod

To approve the International Business concentrations.

APPROVED

A discussion was held on what should appear in the calendar regarding all the Business minors. Michel will get back to Ellenor on what he wants in the calendar.

Motion: **S. Henderson / V. MacLeod**

To approve the General Business Administration minors.

APPROVED

Michael MacColl that the minors are an outcome of the Business Admin department's Strategic Plan 1995-2000 and requests from Arts and CIS program faculty and students. To date the Arts Curriculum Committee have given approval. There is on-going consultation with the Science Curriculum Committee and CIS.

Motion: **J. Ballard / V. MacLeod**

To approve Bachelor of Arts in the Business Administration minors.

APPROVED

Calendar Copy (page 3)

Bachelor of Arts, Extended Minors/ Minors	92 / 102
Anthropology	
Business Administration.....	105
Business Administration	55
Bachelor	
Marketing and Sales certificate ...	
Minors in Business Administration	??

Calendar Copy (page 6)

Faculty of Arts
Bachelor of Arts degree
Majors..... Extended minors and/or minors offered in anthropology, applied ethical and political philosophy, business administration, criminal justice
Faulty of Applied Programs
Business Administration
Minors in Business Administration

Calendar Copy (page 55)

BUSINESS ADMINISTRATION
Marketing and Sales Certificate (Part-time)

- **Minor in General Business**
 - **Minor in Accounting/Finance**
 - **Minor in Marketing**
 - **Minor in Human Resources/Organization Studies**
 - **Minor in Management Science/Information Systems**
 - **Minor in International Business**
- (Also see Bachelor of Arts section)

Calendar Copy (page 57)

How to Apply to the Business Minors Programs

Students wishing to take a Minor in Business must have declared and be enrolled in a Major program of study (other than Business) before applying to the Minors programs. Once enrolled in a Major program of study, students may apply to the Business Administration program for one of the Business minors offered. Please refer to the Minors in Business Administration requirements procedures on page 64.

Co-operative Education Option

Calendar Copy (page 61)

International Business

Core: none

Electives: any four of the following; two of which must be BUS courses.

Course	Title	Credits
BUS 360	International Air Transportation	3
BUS 421	International Marketing	3
BUS 435	International Finance	3
ECON 341	International Economics	4
ECON 352	Technology, Development and Economic Growth	4
SCMS 310	Special Topics Regional Studies in Latin America	4
SCMS 363	Processes of Development: Latin America	4

Calendar Copy (page 62)

Length and Location
 Students may take for the certificate.

Minors in Business Administration
 Minors in Business Administration are offered which include the General Business Minor, and Business Minors in Accounting, Marketing, Human Resources/Organization Studies, Management Science/Information Systems and International Business.

Requirements and procedures:
 Students wish to take a Minor in Business must have declared and be enrolled in a Major program of study (other than Business) before applying to the Business Administration program. Once enrolled in a Major program of study,

students may apply to the Business Administration programs for one of the Business Minors offered (students seeking more than one minor must fulfil each Minor's program requirements). Acceptance to a Minor in Business will require the development of a program plan of study in consultation with the Business Administration program chair or program assistant.

Note: The number of students accepted to Business Minors may be limited due to seat availability.

The minors each require 30 credits,. Each minor requires ECON 201 and four lower-level Business courses and five upper-level courses (numbered 300 and above). Courses taken in these minors can contain Business related courses from other disciplines to a maximum of **two** non BUS designated courses.

NB: Students should consult the Business department and course prerequisite information in the calendar as additional courses outside the minor requirements are needed for many upper-level elective depending on the minor and courses selected.

Time required for program completion:

Program completion would parallel and be part of the time required to complete the Bachelor's Degree in the chosen major field of study. Courses needed to fulfil prerequisite requirements can be taken without additional time for degree completion provided the student declares his/her major and minor early enough to plan for the prerequisite requirements of upper-level courses.

Minor in General Business

Students seeking Business courses for a general minor can select from a number of courses that have few or not prerequisites and would not require Math 12. In addition ECON 201, these currently consist of five lower level courses: BUS 102, BUS 120, BUS 160, BUS 203*, BUS 261, and six upper-level courses: BUS 400, BUS 304*, BUS 440, BUS 420, BUS 410, BUS 407*.

Collectively, these would be sufficient for a general Minor in Business.

Note: Student should consult the Business department and course prerequisite information in the calendar as additional courses outside the minor requirements are needed for many upper level electives.

* Please refer to prerequisite requirements in Calendar course descriptions.

Lower-level requirements:

All students are required to take ECON 201 and a minimum of four courses (12 credits) from BUS designated courses at the 100 or 200 level.

Upper-level requirements:

Students are required to take a minimum of five courses for at least 15 credits from BBA core or elective courses at the 300 or 400 level. Please note the restrictions on non-BUS designated courses. Complete listings and details on these courses see *Course Descriptions* beginning on page 165.

Concentration Related Minors:

A number of other upper level business courses have prerequisites, however, prerequisites for upper-level courses tend to be restricted to closely allied courses (i.e., within the concentration). A series of concentration related minors can also provide these requirements but without the breadth of the General Minor.

Note: Depending on the minor and courses selected, some additional prerequisite courses may be required.

Minor in Accounting/Finance

(Note: Math 12 with a C+ or better or the equivalent is a prerequisite for most of these courses.)

Lower-Level requirements:

BUS 160*, BUS 145*, BUS 247* and one other lower-level BUS or ECON course.

Upper-Level requirements:

Five courses from: BUS 343*, BUS 344*, BUS 345*, BUS 346*, BUS 348*, BUS 349*, BUS 433*, BUS 338*, BUS 347*, BUS 435*+, BUS 439*

Note: Bus 343/344 and BUS 345/346 are sequential pairs and both "halves" are recommended.

*Please refer to prerequisite requirements in calendar course descriptions.

+Prerequisites: Math 12 or equivalent, MATH 106, BUS 301 (MATH 115 recommended).

Minor in Human Resources/Organization Studies

Lower-Level requirements:

BUS 102, BUS 203*, BUS 201* and one other lower-level BUS or ECON course.

Upper-Level requirements:

Five courses from: BUS 304*, BUS 305*, BUS 307*, BUS 308*, BUS 407*, BUS 408*, BUS 400, BUS 410, CRIM 317*.

* Please refer to prerequisite requirements in calendar course descriptions.

Minor in Marketing

Lower-Level requirements:

BUS 120, BUS 203* and two courses from BUS 221*, BUS 222*, BUS 223*, BUS 224*.

Upper-Level requirements:

Five courses from BUS 301*, BUS 320*+, BUS 321*, BUS 323*, BUS 327*, BUS 421*, BUS 423*, BUS 425*, ECON 341.

* Please refer to prerequisite requirements in calendar course descriptions.

+ Note: prerequisites Math 12 or equivalent, MATH 106, BUS 301 (MATH 115 recommended).

Minor in Operations Management/Information Systems

(Math 12 with a C+ or better or equivalent required):

Lower-level requirements:

BUS 160*, BUS 145* and two other lower-level BUS or ECON courses.

Upper-level requirements:

Five courses from: BUS 338*, BUS 350*+, BUS 404*+, BUS 440*, BUS 450*+, BUS 451*+, BUS 452*+, BUS 453*+.

* Please refer to prerequisite requirements in calendar course descriptions.

+Note: Prerequisites Math 106 (MATH 115 recommended), BUS 301.

Minor in International Business

Lower-level requirements:

Four courses from: BUS 102, BUS 120, BUS 261, ECON 110, ECON 202, LAS 200

Upper-level requirements:

Four courses from: BUS 360, BUS 421*, BUS 435*+, ECON 341, ECON 352, SCMS 318*, SCMS 363*

* Please refer to prerequisite requirements in calendar course descriptions.

+ Note: prerequisites MATH 106 (MATH 115 recommended), BUS 301, BUS 350.

Calendar Copy (page 91)

Bachelor of Arts degree

Extended Minors/Minors

Anthropology ...

Business Administration

Calendar Copy (page 100)

<p>Applied programs</p> <ul style="list-style-type: none"> · Business Administration · Criminal Justice
--

Calendar Copy (page 102)

<p>Bachelor of Arts Requirements</p> <p>Applied-programs</p> <ul style="list-style-type: none"> · declared ... · declared minor in Business Administration ·
--

Calendar Copy (page 103)

<p>Minors</p> <p>UCFV offers minor in:</p> <ul style="list-style-type: none"> · Anthropology ... · Business Administration* · Criminology.... <p>* Please refer to the Business Administration section (page ?) for minor requirements.</p>

- (o) New Course: CYC 250
 D'Anne Epp noted that CYC 250 course was to replace PSYC 250, that had been cancelled by the Psychology department. Following a discussion it was decided to leave it as PSYC 250 in the calendar but could be offered and funded by the ECE/CYC department. D'Anne Epp and Jackie Snodgrass to meet to make arrangements.

Calendar Copy (page 245) [**Leave in calendar as is**]

<p>PSYC 250:</p> <p>Introduction to Developmental Psychology</p>	<p>3 credits</p>
--	-------------------------

- (p) Calendar Changes to: CHEM 422, CHEM 451, CHEM 455
 Proposed change to remove from the calendar information relating to specific majors.

Motion: **J. Ballard / B. Garner**

To approve the proposed changes to CHEM 422, CHEM 451, CHEM 455.

APPROVED

Calendar Copy (page 189)

<p>CHEM 411:</p> <p>Conformations of Molecules and Introduction to Computer-aided Drug Design</p> <p>This course is designed for students taking a Chemistry minor and/or Biology major at UCFV. It covers</p>	<p>4 credits</p>
---	-------------------------

<p>CHEM 451:</p> <p>Bio-inorganic Chemistry</p> <p>Chemistry 451 is designed for students taking a Chemistry minor at UCFV, and will also be of interest to those students taking a Biology major. Bio-inorganic</p>	<p>3 credits</p>
--	-------------------------

<p>CHEM 455:</p> <p>Chemistry of Biological and Synthetic Polymers</p>	<p>3 credits</p>
--	-------------------------

Chemistry 455 is intended for students enrolled in either the Chemistry minor or Biology major program at UCFV. The course

- (q) Deletion of Courses: HIST 203, HIST 204, IDS 400
 ACC, in accordance with their policy, requested that HIST 203, HIST 204 and IDS 400 be removed from the calendar.

Motion: **J. Ballard / S. Henderson**

To approve the removal of HIST 203, HIST 204 and IDS 400 from the UCFV calendar.

APPROVED

Calendar Copy (page 222 -224)

HIST 203:	3 credits
HIST 204:	3 credits
IDS 400:	4 credits

- (r) Trades Change From Continuous Entry/Exit Format to Block-in-Take Instructor-Driven Programs [Automotive, Carpentry, Heavy Duty/Commercial Transport and Parts and Warehousing] Calendar Changes
 It was suggested that “one-time only \$15 application fee” under Fees and Other Expenses drop the “one-time only”.

Motion: **B. Garner / E. Harris**

To approve calendar copy changes and changes to the Trades program with amendment.

APPROVED

Calendar Copy - See attached.

- (s) Criminal Justice Diploma Program and BA(Criminal Justice) Degree Program Calendar Changes and Prerequisite Change to CRIM 320
 The prerequisite change to CRIM 320 was to add **C or better** to MATH 104.

Motion: **J. Ballard / B. Gardner**

To approve calendar changes to the Criminal Justice diploma program and BA (Criminal Justice) degree program and prerequisite change to CRIM 320.

APPROVED

Calendar Copy (page 64)

Entrance Requirements
1. Criminal Justice Diploma Program
All....
· Have English(See Note 1).
Acceptance will be conditional upon proof of having met this entrance requirement. Applicants are encouraged to submit proof as soon as it is available.
2. Bachelor of Arts (Criminal Justice Degree Program

Applicants must have completed, by the end of the fall semester in the application period, at least 45 credits that may be applied to the degree program, with a CGPA of at least 2.67.

Calendar Copy (page 65)

~~Duplicated or Repeated Courses~~
A course may be repeatedbe permitted for the degree.
Prerequisites
A prerequisite is a requirement which must be met before a student enters a course or program. A “P” grade does not, unless stated otherwise, meet a prerequisite requirement. Students who do not have the stated prerequisite courses may not register in a course having these requirements without the permission of the instructor.

Transfer Credit
At least 25 percent of the course work must be completed at UCFV. However, students must complete at least 50 percent of the upper-level Criminology credits required for the degree at UCFV. ~~Total transfer and course challengegrade point average.~~

Prior Learning Assessment and Recognition
You may be able to obtain credit for prior learning through evaluation of previous studies or learning-through-experience after you have completed 30 credits in the diploma program. Contact the department for further information.

Calendar Copy (page 199)

CRIM 320: **5 credits**
Quantitative Research Techniques
Prerequisites: acceptance into a degree program (with a minimum of 45 university transferable credits), a C or better in MATH 104 and nine credits of lower-level Criminology including Criminology 220.

4. ADJOURNMENT

B. Garner

NEXT PAC MEETING
Wednesday, December 15, 1999
9:30 a.m.
Room A225
Abbotsford Campus