

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**May 24, 2000
9:30 a.m. - Room A225
Abbotsford Campus**

PRESENT: Norah Andrew (Chair), Jean Ballard, Bill Cooke, D'Anne Epp, Barry Garner, Elaine Harris, Sheryl Henderson, Varlene MacLeod

REGRETS: Shomik Bhattacharya, Ian McAskill, Cheryle Wiens, Patti Wilson

GUESTS: Edith Camm, Ron Coreau, Catherine McDonald, Bonnie Sicity, Noham Weinberg

1. APPROVAL OF AGENDA

Motion:

D. Epp / B. Garner

To approve the 2000-05-24 PAC agenda.

APPROVED

2. APPROVAL OF PAC MINUTES - 2000-04-26

Motion:

B. Garner / S. Henderson

To approve the 2000-04-26 PAC minutes.

APPROVED

3. NEW / CONTINUING BUSINESS

3.1 Nursing Unit Clerk - Changes to Objectives in Course Outlines HLTH NC01 - NC10

Ron Coreau reviewed and clarified the changes and new learning objectives for the Nursing Unit Clerk course outlines. HLTH NC01 communications skills defined; HLTH NC02 learning objectives more clearly stated; HLTH NC03 objectives the same plus an addition; HLTH NC04 new additions and clarification of objectives; HLTH NC05 learning objectives expanded; HLTH NC06 more clearly restating specific tasks; HLTH NC07 new addition and clarification of objectives; HLTH NC08 new addition and clarification of objectives; HLTH NC09 clarification of objectives; HLTH NC10 more focus on practicum objectives (course description needed to be added).

Motion:

D. Epp / J. Ballard

To approve the revisions to the learning objectives in the course outlines (HLTH

NC01 - HLTH NC10) for the Nursing Unit Clerk certificate program.

APPROVED

3.2 Bookkeeping Certificate Program Changes

Catherine McDonald noted that, in consultation with the advisory committee and instructors, a review took place of the Bookkeeping certificate and changes were initiated. A recommendation was made for bridging the computer component between Bookkeeping II - Hands-On and Simply Accounting I - Computer Applications. Bookkeeping was changed from 45 to 48 hours, and the prerequisite of Introduction to Windows was added. Payroll Accounting had prerequisite added of Bookkeeping I. For Simply Accounting I, a prerequisite change was made with the addition of Introduction to Windows, the number of hours were increased from 15 to 24. Students needed more time to complete the course content. Simply Accounting II had hours increased to 24. Reference to Windows 3.1 in the course description should be changed to just Windows in all course outlines. A correction was suggested to Payroll Accounting SDU PAC01 under "Methods" with the elimination of student evaluation duplication.

Motion:

S. Henderson / J. Ballard

To approve the changes to prerequisites and number of hours to Bookkeeping II (SDU BK02, Simply Accounting for Windows I (MCW 35), Simply Accounting for Windows II (MW 36), and prerequisite change to Payroll Accounting (SDU PAC01) and MS Excel I (MCW 31).

APPROVED

RECOMMENDED TO UCC FOR APPROVAL

3.3 ECE Certificate Changes to ENG/CMNS Requirements

D'Anne Epp requested a change in the calendar to make the requirements clear for the ECE certificate. Semester I changed to: one of CMNS 155 or ENGL 105. Semester II changed to: one of CMNS 250 or ENGL 105 - 170 (one of).

Motion:

B. Cooke / V. MacLeod

To approve the clarified calendar changes to CMNS and ENGL requirements for the ECE certificate.

APPROVED

Calendar Copy (page 160)

Program outline		
Semester I		
Course	Title	Credits
ECE 100	Human	3
CMNS/ENGL One of:		3
CMNS 155	Communications for Human Services	
OR		
ENGL 105	The Reading & Writing of Prose ¹	
Semester III		

Course	Title	Credits
ECE 341	Advanced Practicum	3
CMNS/ENGL One of:		3
CMNS 250	Report Writing for Business, Information Technologies, Social and Human Services	
OR		
ENGL 105 - 170	(one of) ¹	

3.3 Calendar Changes to General Science Requirements

Noham Weinberg reviewed the changes requested. Following a discussion Noham agreed to withdraw his submission and consult with the departments. Noham requested suggestions for entrance requirement credits. It was suggested that it be consistent with other disciplines at 45 credits.

Action: Noham Weinberg

It was suggested a discussion needs to take place regarding changing the graduation requirement credits, and on giving Science majors the same kind preference as the Associate of Science students.

3.5 SCI 400 - Prerequisite Change

Noham Weinberg requested that the prerequisite for Science 400 be “60 university level credits”. Maximum enrolment was changed from 24 to 36. Calendar copy and timetable to be corrected.

Motion:

B. Cooke / V. MacLeod

To approve the Science 400 prerequisite change to “60 university level credits” and maximum enrolment from 24 to 36.

APPROVED

Calendar Copy (page 266)

SCI 400	3 credits
The History and Philosophy of Science	
Prerequisites: 60 university level credits	

3.6 Biology Calendar Changes

Edith Camm requested changes to Biology entries in the UCFV calendar. One change was to include Biology minor students in Directed Studies courses (Biology 408 and 409). The second change was to delete BIO 101 and BIO 102 from the calendar because they have not been offered in the past four years and there are no plans to offer these courses.

The third change for a rewording of the course description for BIO 105 to clarify that students who first take BIO 105 and then transfer into the Biology program cannot use BIO 105 as a lower level elective. Also to prevent students from taking BIO 105 after higher Biology courses, in order to improve their CGPA for transfer to another institution. BIO 105 is not a prerequisite for any other course.

Edith requested appropriate wording for the calendar. Edith withdrew this request and will take the suggestion for a rewording, similar to that used in Languages, Math and Business, back to SCC for review. Bill Cooke suggested that they also look at the interrelationships between courses in other disciplines. Edith will discuss the issue with Bill Cooke as well. It was agreed to approve rewording of BIO 105 course description to read “Biology 105 cannot be used to meet the requirements for a major, extended minor, or minor programs.” Edith will bring back to PAC further changes to last sentence.

Action: Edith Camm

The fourth change requested extra prerequisites for BIO 416 by adding BIO 301 or BIO 305 to give more background and ensure student success. The intent of this is to give the students more biological experience so they can comprehend the vast amount of data on which evolutionary theory is based, much of it built from comparative biology.

Motion:

J. Ballard / B. Cooke

To approve the deletion of the exclusion of BIO 408/409 from the calendar for upper- level requirements for Biology minor students; the deletion of BIO 101 and BIO 102 from the calendar; course description change to BIO 105 to read: “Biology 105 cannot be used to meet the requirements for a major, extended minor, or minor programs”; and the prerequisite change to BIO 416 to include “one of BIO 301 or BIO 305”.

APPROVED

Calendar Copy (page 138)

Biology Minor		
Upper-level requirements		
Course	Title	Credits
BIO	Upper-level Biology courses (excluding 408/409)	14

Calendar Copy (page 198)

BIO 101	4 credits
General Biology I (3,1,3)	
BIO 102	4 credits
General Biology II (3,1,3)	
BIO 105	4 credits
Human Biology (4,0,3)	
Prerequisites: none	
Transferability: UBC, SFU, UVic, OU, TWU	
For non-science students	
Not for Science majors. Biology 105 cannot be used to meet the requirements for the Biology major, extended minor, or minor programs.	

Calendar Copy (page 200)

BIO 416**Evolution (3,0,0)****3 credits**

Developed in partnership with Simon Fraser University

Prerequisites: BIO 210 and BIO 220, ~~or instructor's permission~~ and **one** of BIO 301 or BIO 3053.7 PAC Issues· Unauthorized Calendar Changes

Noham Weinberg noted that some editorial changes were made to the BSc graduation requirements - with the best of intentions - but were not authorized by the department. He felt there should be consultation with the appropriate parties before any changes are made.

PAC agreed that this issue would be brought to the attention of the Calendar editorial people and the Calendar committee to look at how the process can be improved.

Action: PAC· PLAR Clarity on Course Outline

Bill Cooke noted that the provincial understanding of PLA does not include transfer credit, whereas, at UCFV the policies bring transfer credit, course challenge, and portfolio assessment under the umbrella of PLAR. He felt it would make it more clear if transfer credit was included as a check box under PLAR or made some statement that brought the PLAR in line with what the provincial understanding is.

Motion:**D. Epp / B. Garner**

PAC recommends to the Academic Standards Committee that UCFV have the same definition regarding PLAR as the other institutions in the province.

**APPROVED
RECOMMENDED TO ASC**

It was suggested that under "Student Evaluation", and "Course Content" a sentence be added indicating that these areas may vary by instructor - examples for this course might be.

Motion:**J. Ballard / D. Epp**

That note be added to the *Student Evaluation* and *Course Content* sections of the course outline that this information may vary by instructor.

APPROVED

- Student Evaluation Methods
A discussion was held on the pros and cons of giving credit for attendance in a class. It was decided that it deserved elaboration. The calendar has a participation policy. It also is a way to reward students who do attend regularly and participate in classroom discussions and activities. It was felt that “participation in the classroom” would be a good topic for a Teaching and Learning workshop session.
- PAC Membership
Bill Cooke suggested that the faculty representation be balanced and recommended that there be two representatives from each of the three faculties (this would include Continuing Education). Norah suggested that there be two administrative/management representatives as well. It would give management a better understanding of the issues in their job to support student services and instructional activity. It is difficult for students to attend meetings because of classes and work commitments. Student Union reps receive priority registration and PAC should enforce the policy that if more than three meetings are missed they will be no longer considered members of PAC and would not receive priority registration.

The PAC Terms of Reference and new membership organization will be approved at the September meeting of PAC.

PAC Agenda: 2000-09-27

- PAC Issues to be Discussed Over the Next Year
 - Service Courses (what courses should be called service courses and what should be the restrictions around them). Barry Garner agreed to set up a subcommittee and ask some people from outside PAC, e.g., Wendy Burton, someone from Business Admin, English department, CIS department, Economics, Criminology, LibTech, etc.
- PLAR
- Upper-level course definition (there is a joint committee with ASC working on this now)

Action: B. Garner

It was felt that the process for approval of programs with joint partnerships should be discussed by UCC.

4. ADJOURNMENT

<p style="text-align: center;">NEXT PAC MEETING WEDNESDAY, SEPTEMBER 27, 2000 9:30 A.M. - ROOM A225 ABBOTSFORD CAMPUS</p>
