

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**April 25, 2001
9:30 p.m. — Room A225
Abbotsford Campus**

PRESENT: Norah Andrew (Chair), Jean Ballard, Bill Cooke, D'Anne Epp, Sandra Flynn, Sheryl Henderson, Elaine Harris, Barbara Salingre, Patti Wilson

REGRETS: Paul Burkhart

GUESTS: Jim Andersen, Craig Chamberlin, Paul Franklin

1. APPROVAL OF PAC AGENDA

Motion:

S. Henderson / B. Salingre

To approve the 2001-03-28 PAC agenda.

2. APPROVAL OF PAC MINUTES

Amendment to 4.1 - Second sentence to read: *“The first part of the recommendations memo included areas where UCFV’s position is covered by existing policy but needed to be included in a letter of agreement, and the second part included areas where further discussions needed to take place which also should be in the letter of agreement.”*

Motion:

J. Ballard / S. Flynn

To approve the 2001-03-28 PAC minutes as amended.

APPROVED

3. NEW PAC BUSINESS

3.1 New Course Proposals: KPE 315, KPE 333, KPE 350, KPE 400, KPE 435, KPE 463

Craig Chamberlin noted that the six new courses presented for approval were part of the new Bachelor of Kinesiology degree curriculum to start in Fall 2001. He noted he had been delaying taking the course outlines to PAC until new faculty had been hired but the department is caught in hiring and registration timelines that have necessitated getting the proposed courses in the Fall Timetable and thus getting PAC approval before the new faculty could fully develop the courses. The department identified, in general terms, what the courses would look like and requested PAC approval. Craig noted that the crucial items won't change, e.g., calendar description, prerequisites, hours, number of students, and learning outcomes. Instructors will be expected to follow these outlines in their course

development. When the new faculty develop their courses, and if there are changes to the proposed courses, then they will be returned to PAC with revisions.

KPE 315 - It was suggested that the prerequisites should read: *KPE 215; Acceptance to the Bachelor of Kinesiology with a minimum 60 credits completed.* It was suggested that the structure of hours be changed to indicate Lectures at 34 hours. PLA is not available because people in the industry would not have the level of understanding and skill needed. It is theoretical course with various analysis techniques that are pre-academic. It is a course that students are required to take.

It was suggested that student evaluation percentages should be shown on the outline. The course has four credits because it is considered a lab course.

Implementation date for KPE 315 is September 2001.

Motion:

E. Harris / J. Ballard

To approve KPE 315 course outline with suggested amendments.

APPROVED

KPE 333 - It was suggested that PLAR be changed to “yes” and Craig Chamberlin agreed. It is the type of course that many in-house employees may have done as part of their employment. If the instructor wanted to discuss the inclusion of PLAR, then PAC could provide a venue for that discussion. It was stressed that the department consider the importance of having the prerequisites for courses in the correct sequences to aid students in planning.

Implementation date for KPE 333 is September 2001.

Motion:

J. Ballard / S. Henderson

To approve KPE 333 course outline with inclusion of PLAR.

APPROVED

KPE 350 - Course content was missing from the course outline. Craig Chamberlin noted that the instructor was still developing the course content. PAC asked that when the course content was developed that it be sent to PAC (September PAC meeting).

**Action: C. Chamberlin
PAC Agenda: 2001-09-26**

Motion:

J. Ballard / S. Henderson

To approve in principle KPE 350 course outline with the understanding that the

course outline will come back to the September 2001 PAC meeting.

APPROVED

KPE 400 - It was noted that there are a number of stats and research courses in the calendar that had Math requirements. This was the first time there was a course with a blend of both stats and research but did not have a Math requirement. Craig noted that Math would be useful but not necessary.

Motion:

P. Wilson / S. Henderson

To approve KPE 400 course outline as presented.

APPROVED

KPE 435 - It was suggested that there should be a sample of the readings listed under Textbooks, Reference, Materials. Craig was asked to send the course outline back to PAC with this item included.

Action: C. Chamberlin

Motion:

S. Flynn / B. Cooke

To approve KPE 435 course outline with the provision that the course outline with sample of readings be sent to PAC.

APPROVED

KPE 463 - It was suggested that PLAR be changed to “yes”. Craig agreed.

Motion:

S. Henderson / J. Ballard

To approve KPE 463 course outline with amendment to PLAR to “yes”.

APPROVED

Calendar Copy (page 255--257)

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| <p>KPE 315: Advanced Biomechanics Prerequisites: KPE 215; acceptance to the Bachelor of Kinesiology with a minimum 60 credits completed. Corequisites: none</p> | <p>3–4 credits</p> |
| <p>KPE 333 Occupational Health and Safety Prerequisites: KPE 160, KPE 170, KPE 270 KPE 290 , KPE 291 Corequisites: none</p> | <p>3 credits</p> |
| <p>KPE 350 Stress and Chronic Disease</p> | <p>3 credits</p> |

Prerequisites: KPE 160, ~~KPE 260~~
 Corequisites: none

This course will provide the student with knowledge of the interrelationship between stress and chronic disease. Throughout the course, focus will be on understanding some of the diseases that are affected by chronic stress. A secondary focus will examine possible methods of coping with such severe and disabling diseases to minimize the levels of stress exhibited by the individual.

KPE 400 **3 credits**
~~Directed Studies in Kinesiology~~
Statistics and Research Design in Kinesiology

Prerequisites: ~~Department permission~~ 90 university level credits completed
 Corequisites: none

This course will introduce you to the basic elements of statistics and research design in Kinesiology. Topics covered include the development of research proposals, writing of research reports, and the use of statistical techniques.

KPE 435 **4 3 credits**
Ergonomics — Occupational Biomechanics

Prerequisites: KPE 215, ~~KPE 170, KPE 270~~
 Corequisites: none

This course will introduce you to the physical and at times social/psychological health risk factors involved in today's workplace. There will be an emphasis on understanding biomechanical principles involved, as well as exploring initiatives, which would assist in reducing the frequency of injury resulting from current workplace demands.

KPE 463 **4 3 credits**
Therapeutic Exercise

Prerequisites: ~~KPE 362~~ KPE 270 and KPE 370; KPE 271 recommended
 Corequisites: none

This course will examine exercise prescription for specific musculo-skeletal and metabolic disorders. The role of physical activity and specific exercise prescription for the purpose of improving function and reducing disability, and the role of an exercise therapist in the present health care model will be discussed.

3.2 New Course: CIS 292 — Wide Area Networking I

Paul Franklin requested PAC approval for CIS 292 so it could be in the timetable for Winter 2002. He noted that UCFV is now a CISCO Regional Networking

Academy, which means that CIS can offer CISCO curriculum as part of their networking courses. CIS 292 will allow students to finish the CISCO CCNA (CISCO Certified Network Associate) curriculum begun in CIS 191 and CIS 291. This will enable students to write the CISCO CCNA exams and become certified, if they wish to. It is also hoped the course will give more choice for the degree students. Paul stated that they would be coming back to PAC with some new courses proposals in the degree involving the networking stream.

Implementation of CIS 292 would be Winter 2002.

Motion:

E. Harris / S. Flynn

To approve CIS 292 course outline as presented.

APPROVED

Calendar Copy (page 223)

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| <p>CIS 292 Wide Area Networking I Prerequisites: CIS 291</p> <p>This course is designed to teach students the skills they will need to design, build, and maintain local area networks and wide area networks. The focus of this course is to introduce the WAN protocols, software and hardware technologies needed to build WANs. Students will also learn about virtual LANs, LAN switching, Fast Ethernets, Frame Relay, ISDN networking. This course also covers how to configure routers to setup different types of LANs and WANs using LAN and WAN protocols.</p> | <p>4 credits</p> |
|---|-------------------------|

- 3.3 New Course: ENGL 301 — Homer, Classicism, and English Literary History
 Jim Andersen noted that there had been a lot of discussion within the department as to whether they were the proper home for such a course - and it was agreed that it is unlikely there will be a classics department at UCFV to offer the course.

Jim noted that the course would be offered once every three years.

It was suggested that the course be listed on page 58 of the calendar under upper level courses of all the different choices of majors that students can choose from. PAC requested that Jim convey this message to the department.

Action: J. Andersen

Implementation date of ENGL 301 is January 2002

Motion:

D. Epp / P. Wilson

To approve ENGL 301 course outline as presented.

APPROVED

Calendar Copy (page 58)

Major, English Literature**Upper-level requirements: 32 credits**

- Eight credits from English 301, 304-318
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Major, North American concentration**Upper-level requirements: 32 credits**

- Eight credits from English 301, 304-318
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Major, Drama Concentration**Upper-level requirements: 32 credits**

- Eight credits from English 301, 304-318
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Calendar Copy (page 235)

ENGL 301**4 credits****Homer, Classicism, and English Literary History**

Prerequisites: Any TWO second-year courses in English

Corequisites: none

This course is specifically designed to introduce students to English literature to the influence of Homer and other classical authors on the development of the English literary tradition.

3.4 Revisions to: MACS 110, MACS 130, MACS 240

Jean Ballard noted that the MACS 110, MACS 130, and MACS 240 were the first of the 100-level course general review the department would be bringing to PAC.

MACS 110: Changes were made to the calendar description, change in hours from 60 to 45, two learning objectives were deleted and two new ones added to more accurately represent the essential goals of the course, and de-emphasize face-to-face communication. Also they eliminated some of the overlap between other communication courses offered. Methods, texts, student evaluation and course content were updated.

MACS 110 course revisions implementation date is February 2001.

MACS 130: Minor changes were made to the calendar description, hours were changed from 60 to 45, revisions were made to the objectives, and methods, texts, student evaluation and course content were updated.

MACS 130 course revisions implementation date is February 2001.

MACS 240: The department was unable to locate an existing official course outline for MACS 240, so the instructor who regularly teaches the course developed the official course outline to reflect current practice. The calendar

description was modified and expanded to give students a better “snapshot” of the course content. The calendar description also indicates the relevance of the course for students in other programs offered by SCMS. It was noted that the prerequisites were different than those presently listed in the calendar. Jean stated that was because the department wanted this course to appeal to students in other programs in SCMS.

Implementation date of revisions to MACS 240 was February 2001 but it was noted that MACS 240 would not be offered again until Fall 2003.

Motion:

E. Harris / D. Epp

To approve revisions to MACS 110, MACS 130, and MACS 240 as presented.

APPROVED

Calendar Copy (page 264-265)

| | |
|---|-------------------------|
| <p>MACS 110 Introduction to Communication Theory Prerequisites: none Transferability: SFU, OU, TWU, UVic</p> <p>An introduction to some of the major theories in media and communication studies. Topics include mass society and propaganda theories limited-effects theories, critical and cultural theories, and audience theories.</p> | <p>3 credits</p> |
| <p>MACS 130: Explorations in Mass Communications Prerequisites: none Transferability: SFU, OU, TWU, UVic</p> <p>This course examines mass media industries in Canada, such as television and the press; the political, economic, legal, and geographic factors that have shaped them; and the effects of these industries on Canadian political and cultural life. Topics include the role of the political journalist, the way audiences respond to media content, the relationship between media practices and government policy, and the fostering of Canadian cultural life.</p> | <p>3 credits</p> |
| <p>MACS 240 The Political Economy of Communication Prerequisites: MACS 110 or MACS 130 MACS 230 recommended Transferability: SFU, OU, TWU, UVic</p> <p>This course explores the political economy of communication. Scholars working within this perspective are interested in cultural industries. They study how such industries gather, select, package, promote, and distribute information and entertainment in the world today. In doing so, scholars focus</p> | <p>3 credits</p> |

on how financial and political factors shape the content and form what ultimately reaches audiences around the world. The course includes a look at the political economy of communication in Latin America.

3.5 Addition of BUS 448 to 2002 Timetable (Pending PAC Approval)

Norah Andrew noted the request to add BUS 448 to the list of courses using the phrase “Pending PAC Approval” category for inclusion in the Winter 2002 Timetable. The course outline was delayed in presentation to PAC because of a faculty resignation and another department member picking it up. The course would come to PAC for approval prior to October 30th or be deleted from the timetable. No students would be registered prior to PAC approval.

Norah noted that PAC needed to agree that this was an acceptable process for inclusion in the timetable. PAC felt there was no title, number of credits, calendar description, or prerequisites for this course, and what would be published in the timetable would be what the department submitted to the Registrar, and this would set a precedent. Bill Cooke noted that a note could be put in the calendar that BUS 448 (with the title) is being planned for the Winter 2002, pending PAC approval, and more information will be available later. The course would not be entered in Banner and students could not register for the course. The course could also be published within the department.

A discussion was held on how to handle issues like this request when they come up. If this issue is not resolved it may appear on the May PAC agenda.

Motion:

P. Wilson / B. Cooke

To accept the request to have BUS 448 approved for inclusion in the 2002 timetable, pending PAC approval by PAC prior to October 30, 2001.

DEFEATED

Norah Andrew agreed to contact Wayne Welsh of PAC’s decision and if there were issues as a consequence of PAC’s decision she would contact the PAC members.

Action: N. Andrew

It was suggested that the course outline form be changed to note that if a course outline is on “Selected Topics” a sample of a course needs to be attached.

Norah noted that the PAC Workshop in September should include illustrations of some of the difficulties that PAC has encountered in approving submissions to PAC.

Pac Workshop Agenda3.6 Correction to 2000-10-25 and 2000-11-29 PAC Minutes

Paul Franklin requested that the implementation date of courses he submitted for PAC approval on 2000-10-25 and 2000-11-29 be included in the minutes.

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

To approve the amendment of inclusion of “implementation date for CIS/COMP courses” in the 2000-10-25 and 2000-11-29 PAC minutes as submitted by Paul Franklin.

APPROVED**4. INFORMATION ITEMS**4.1 PHYS 352, PHYS 452, PHYS 393, and PHYS 493 (Revisions Requested by PAC)

Revised course outlines for PHYS 352, PHYS 452, PHYS 393, and PHYS 493 were received and accepted by PAC for information.

It was noted that the course outline form does not lend itself to stating “pre- or co-requisites,” so would have to be listed as is on these courses outlines. It was suggested that the form be changed with the inclusion of “pre- or co-requisites” line.

4.2 BUS 309 (With Learning Objectives as Requested by PAC).

The learning objectives for this course had been added to the course outline. It was noted that the calendar description had some errors and needed to be corrected. Ellenor to bet a corrected copy.

5. ADJOURNMENT**J. Ballard / B. Salingre**

NEXT PAC MEETING

WEDNESDAY, MAY 30, 2001
9:30 A.M. — ROOM A225
ABBOTSFORD CAMPUS