

PROGRAM ADVISORY COMMITTEE (PAC)
EXTRAORDINARY MEETINGJanuary 02, 2002
9:30 a.m. – Room A225
Abbotsford Campus**MINUTES**

PRESENT: D'Anne Epp (Chair), Jean Ballard, Paul Burkhart, Dave Burnie, Bill Cooke, Virginia Cooke, Sandra Flynn, Elaine Harris, Barbara Salingré

REGRETS: Mike Anderson, Bob Bolton, Mark DeLadurantaye, Sheldon Frank, Veena Merz, Patti Wilson

GUESTS: Tim Atkinson

IN ATTENDANCE: Ellenor Greaves, Avena Guppy

1.0 APPROVAL OF PAC AGENDA

Items 3.1 and 3.5.1 were deleted. Since Tim Atkinson was present at the beginning of the meeting, it was decided that 3.5.2 would be the first New Business item to be presented.

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

To approve the 2002-01-02 PAC Agenda.

APPROVED**2.0 APPROVAL OF PAC MINUTES - 2001-11-28**

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

To approve the 2001-11-28 minutes with amendments.

APPROVED

Motion: **B. Salingré / D. Burnie**

To approve the 2001-12-07 minutes with amendments.

APPROVED

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

To approve the first five pages (item 3.5 – Jean Ballard's presentation) of the **2001-12-14** minutes with amendments and send the minutes to Anne Russell for Calendar Copy. The other presenters will be submitting their corrections to Avena Guppy and the rest of the revised minutes will be brought back to the PAC Meeting on January 30, 2002.

APPROVED**3.0 NEW PAC BUSINESS**

3.5.2 **Announcements:**

- **Collaborative Online Library and Information Technology Curriculum**
- **First Nations Curriculum Initiative**

Tim Atkinson informed the PAC that he had brought two informational announcements to the PAC. The Library Information Technology program is involved in two initiatives. These were outlined in a handout, which Tim distributed at the meeting. Since these initiatives are under development, Tim will bring a complete program outline for the PAC in the future. He requested guidance from the PAC regarding the preparation and submission procedures since it was new to him.

Action: PAC Chair

- **Collaborative Online Library and Information Technology Curriculum**
 - Other than the UCFV, Langara College has the only other Library Technician Program in the province.
 - Because the two programs are located in the Lower Mainland, students in Vancouver Island, in the Interior and in other parts of British Columbia had to relocate in order to take the program.
 - In late December, Skip Bassford signed contracts to create a collaborative online curriculum in co-operation with the Library Technician Program at Langara College under the E-Merge initiative. This venture has been months in the making and has taken hours of meetings between the Langara program and the UCFV program.
 - Phase I, the planning phase, is now complete.
 - The real work now begins as both UCFV and Langara begin the process of converting classroom-based courses into online equivalents.
 - From January 2002 to June 2002, the Library Technician Program at UCFV will be converting the following courses into online equivalents:
 - ♦ LIBT 101, LIBT 120 and LIBT 220
 - By next December, LIBT 240, LIBT 250 and LIBT 270 will also be in online formats – although they are not covered as part of this contract with the Ministry.
 - Langara is working on converting equivalents for LIBT 100, LIBT 115 and LIBT 140 into online formats under the Ministry contract and will also have equivalents for LIBT 210, LIBT 160 and LIBT 130/135 in online formats by late next year.
 - The program will be separate from both the existing classroom-based programs and will have a separate intake geared towards allowing students in their home communities to attain the Library Technician diploma without having to leave their location in the province.
 - Langara and the UCFV have identified academic equivalents available online for students to take which satisfy the requirements for graduation in the existing programs.
 - Students who come into courses in the Fall of 2002 are expected to take 3 years to complete the program.
 - UCFV and Langara hope to offer one online course per term and these will be offered on a 3-year cycle. Thus, a student could complete 5 online courses in LIBT in three years at UCFV and another 6 online courses at Langara.
 - By also taking required academics online, the process should take one year longer than if the student were attending full-time day classes.

Tim explained that the program is being initiated by UCFV and Langara College, rather than by the province and got approval in late November 2001. He pointed out that the courses would not be interchangeable with current courses. It will be a separate program from the day program intake. If spaces were available, then UCFV day students can take them. The content would be the same basically but there is a slightly different curriculum package and there are more required courses for the distance education students than there are for the day students.

Tim is working on the interrelationship with this program proposal and the E-Merge project. There

will be a conversion of existing course material. The UCFV will be converting day courses to E-Merge, thereby retaining copyright – the courses are only going online.

The credential to be issued to students at the end of the program depends on whether they took the end portion of the program at the UCFV, or at Langara. This Diploma Option program is different from the day program since it is an “Online Option” to an existing program, which requires online courses. The residency requirement for the program remains the same. Funding for converting the courses will be requested from the UCFV’s next budget.

Bill Cooke reminded Tim to keep in mind that there is a distinction between “registration” of students for courses and the registration on E-merge.

▪ **First Nations Curriculum Initiative**

Tim Atkinson’s handout to the PAC contained the following points about the First Nations Curriculum Initiative:

- The LIBT Department has been meeting since last January with the faculty from the UBC Library School, the Langara Library Technician Program, the BC Library Association, First Nations Interest Group, the BC Archives Association and other interested parties to discuss ways in which First Nations students can be reached by our various educational institutions.
- This initiative was the outcome of a Provincial First Nations Conference at the Vancouver Indian Friendship Centre in January 2001. At that meeting, leaders and library workers from many First Nations communities in BC asked those present at the meeting to create access to our programs for First Nations students.
- This proved to be a difficult task. However, about six weeks ago, Tim prepared a draft curriculum, which is now being reviewed, by a number of people from the task group.
- The curriculum looks at:
 - ♦ Modularising the Library Technician program at UCFV
 - ♦ Tailoring it for a First Nations audience and delivering it as a series of short intensive courses through Continuing Education
 - ♦ Having these ladder into the Library Technician Diploma
- The document also identifies courses at the Institute of Indigenous Government, which might be acceptable academic equivalents for the UCFV Library Technology Program.
- Cheryl Issac in the CE Department at the UCFV is also looking at this initial document and there will be meetings in January to discuss how we might deliver the material

Tim stated that the Aboriginal Working Group at the UCFV have not been informed of the First Nations Curriculum Initiative as yet, but agreed that they should be. Cheryl Issac is on that committee and Tim will bring it to her attention. He noted that, since it remains to be seen if the UCFV will approve going ahead with this initiative, he did not want to broadcast it prematurely. He also noted that the UCFV’S program is better positioned than UBC’s or Langara’s because of the way the UCFV allows ladder into the Diploma. Langara won’t. Therefore, it is anticipated that most of the students will transfer to the UCFV. This is therefore a immense opportunity for the UCFV to make a lot of inroads in the First Nations community - not only locally but also all over the province. The First Nations have been asking for such a program. For example, a non-credit 2-week course was offered last year in July at UBC and it was oversubscribed – more than 50 people applied for the 30 available spaces. Tim ended by stating that there is therefore a definite market for the program.

3.2 BUS 160 – Computerized Business Applications

Grace Gould submitted the following change to the PAC:

- Change the credits for BUS 160 from “4” to “3”

This change is being made because:

- The course now has 45 hours per semester instead of 60. (The course is also listed as CIS 110, which has already been changed to 3 credits at the October PAC).

Motion:

V. Cooke / P. Burkhart

Calendar Copy (page 210)

<p>BUS 160: Computerized Business Applications Prerequisite: ...</p>	<p>4 3 credits</p>
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3.3 Calendar Copy Addition

▪ **Listing of Fine and Performing Arts Courses for High School Admission to the Associate of Arts Degrees and Liberal Arts Diploma**

Joanne Bishop submitted a memo to the PAC stating that:

- There had been an increase in the number of high school counsellors and student inquiries regarding which provincially approved Fine or Performing Arts courses will be considered for admission to Two Year Arts programs (the Associate of Arts degrees and Liberal Arts Diploma).
- Page 45 of the 2001/2002 UCFV Calendar states "Contact the Admissions and Records office if clarification on a particular course is needed"
- An entrance requirements list of courses was then approved by UCFV's Arts Curriculum Committee for this purpose and replaces the above, "contact the is needed"
- The inclusion of this list in the Calendar will facilitate high school counsellors and prospective students to the Two Year Arts program, as well as UCFV advisors, staff and faculty.

Motion:

B. Salingré / D. Burnie

To approve the inclusion of the entrance requirements list of courses for the Associate of Arts degrees and Liberal Arts Diploma for Calendar copy as presented.

APPROVED

Calendar Copy (page 45)

<p>Entrance requirements High school entrance</p> <p>Contact the Admissions and Records office if clarification on a particular course is needed.</p>	
<p><i>Ministry of Education Authorised Grade 12</i></p>	
Course Code	Course Title
ACT 12	Acting 12
AR 12	Art 12
BA 12	Band 12
CHO 12	Choral Music 12
DNP 12	Dance: Performance 12
DNC 12	Dance: Choreography 12

DS 12	Directing & Scriptwriting 12
DFT 12	Drama: Film & Television 12
MUCO 12	Music: Composition 12
MCT 12	Music: Composition & Technology 12
ST 12	Stagecraft 12
STR 12	Strings 12
TEX 12	Textiles 12
VA2D 12	Visual Arts 2D 12
VA3D 12	Visual Arts 3D 12
VAMT 12	Visual Arts: Media Arts 12
<i>Ministry of Education Authorised Grade 12 Fine Arts Courses Taught in French</i>	
ARF 12	Arts 12
CHOF 12	Chorale 12
DNPF 12	Danse: Performance 12
DNCF 12	Danse: Choreographic 12
TEXF 12	Etude Des textiles 12
MCTF 12	Musique: Composition et technologie 12
THF 12	Theatre 12
VAMTF 12	Arts visuels: Arts mediatiques 12
<p>These Ministry-authorised Grade 12 Fine or Performing Arts courses meet the entrance requirements for UCFV Two Year Arts program.</p>	

3.4 Bachelor of General Studies [Edited Calendar Copy]

The PAC approved this program on 2001-03-08. However, the Calendar Copy has since been edited. It was therefore brought back to this PAC meeting. Virginia Cooke presented for Karen Evans who was unable to attend this meeting.

The committee discussed various aspects of the changes. It was noted that funding had not been allocated for this program as yet. Since this could change by the time the program is actually offered at the UCFV in 2002/2003, the consensus was that “subject to funding” should not be included for Calendar Copy at this time. Virginia and Karen will edit and resubmit the final version for Calendar Copy to the Administrative Assistant.

Motion:

J. Ballard / S. Flynn

To approve the Calendar copy changes to the Bachelor of General Studies as presented.

APPROVED

Calendar Copy (page 90)

<p>Bachelor of General Studies</p> <p>(Offered in 2002/2003 on a limited basis only. For further information please contact the Bachelor of General Studies advisor)</p> <p>Description</p> <p>If you want to complete a degree that specifically meets your academic or career goals, or if you want to apply credit and/or experience earned in a variety of settings toward a degree, then consider the UCFV Bachelor of General Studies degree. The Bachelor of General</p>

Studies provides a flexible degree structure for students with a variety of educational goals that do not fit within any of the more structured degrees offered by UCFV. Students are expected to gain a broad general educational background and so are required to complete course work that satisfies the following five broad general education outcomes:

- * Achievement of effective written and oral communications, team, and interpersonal skills
- * Ability to think critically, problem solve, and apply mathematical and scientific reasoning
- * An understanding of the scientific and natural world and ability to use technology
- * A sense of social responsibility and citizenship and an understanding of the global context in which we live and work
- * An appreciation of the cultural and aesthetic world.

Students are expected to develop depth in some areas of study and so are required to complete a minimum of 45 upper-level credits. Students may choose to concentrate their studies by completing one or more minors as part of their degree, but there is no requirement to do so.

General option

The general option allows students to achieve a degree without any specialization. Students selecting the general option will submit a plan of study including courses used to satisfy the learning outcomes, 45 credits of upper-level courses, and the appropriate prerequisites.

Thematic option

The thematic option allows students to create a program of study from a variety of disciplines but with a common theme (for example, international studies, gender studies, or advertising). Students selecting this option will submit a proposed plan of study prepared with the assistance of the program advisor.

Entrance requirements

Students can enter the program after completion of a minimum of 30 university-level credits, including three credits of English composition or other writing courses. Please note a minimum 2.0 GPA is required for entry into the degree program.

Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition may form an integral part of the BGS degree. It is assumed that students will apply to the degree with many diverse types of learning in their background, including both formal (transcribed) and informal. For further details about the recognition of informal learning for credit, please see Prior Learning Assessment and Recognition, p. 26. Bachelor of General Studies advisors will assist students in drawing up their learning plan. For the thematic option, this plan must be approved by a committee of faculty, drawn together because of their expertise in the student's proposed area of study, and who can make recommendations as to the type and amount of PLAR in the degree. Students are required to complete a minimum of 30 credits in UCFV courses, including at least 15 upper-level credits. Provided those requirements are met, up to 50 percent of credits required for the degree (60 credits) may be met through recognition of non-formal credit through the PLAR process (including course challenges). Total transfer credit and prior learning credit must not exceed 90 credits.

How to apply

Submit the application fee along with your UCFV application for admission form to the Admissions and Records (A&R) office. Application forms are available from any A & R or

Student Services office.

Additional documents required for a complete application:

- * official transcripts from all post-secondary institutions you have attended showing grade/course achievement as per entrance requirements.
- * a proposed plan of study, which includes 45 upper-level credits plus their appropriate prerequisites, and which satisfies the General education outcomes listed in the BGS general requirements. This can be prepared with the help of the Bachelor of General Studies program advisor.

You will be advised of an admission decision and, if accepted, will be provided with registration information. A deposit is required when you register. This money will be applied to the tuition fees and is not refundable. Final payment of all course fees is due at the end of the second week of class.

Program requirements

The Bachelor of General Studies requires completion of 120 credits with a minimum grade point average of 2.0. At least 30 credits must be completed at UCFV, of which at least 15 must be upper-level credits. The 120 credits must include coursework that satisfies the general education outcomes listed previously. Courses from which students may choose are listed below, but for more specific information and possible alternatives to the list, consult the Bachelor of General Studies advisor.

- * three credits of English composition or Communications writing courses: ENGL 105, 210, CMNS 125, 155, 250
- * six credits chosen from Health Sciences, Child and Youth Care, Social Services/Social Work, Business, Kinesiology, Adult Education, Criminology
- * six credits chosen from Psychology, Philosophy, Mathematics and Statistics
- * six credits chosen from Biology, Chemistry, Physics, Geography, Computer Information Systems, Library Technology, Applied Business Technology, Agriculture
- * six credits chosen from Political Science, Sociology, Anthropology, History, Media and Communication Studies, Latin American Studies, Economics
- * six credits chosen from Visual Arts, English Literature, Literature in translation, Modern Languages, Theatre
- * forty-five upper-level credits with a minimum GPA of 2.0.

Additional requirements for the thematic option

In order to qualify for the BGS thematic option, students must first develop a learning plan with the assistance of the program advisor. In addition to the above requirements, the thematic plan will include 24 upper-level credits in the thematic area. The learning plan should demonstrate an integrated, coherent, and in-depth knowledge in the thematic area, and must be approved by the program advisor and a two-person faculty team selected for their expertise in the focus area. Students completing their approved thematic learning plans with a minimum GPA of 2.0 in the thematic courses and satisfying the BGS requirements will receive a Bachelor of General Studies degree with the thematic option identified.

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Calendar Copy (page 8)

Bachelor’s degrees
Bachelor of Computer Information Systems
Bachelor of General Studies
Bachelor of Kinesiology

Calendar Copy (page 14)

Application dates and qualifications for UCFV programs								
Program	Specific date				Con..	See UCFV calendar for complete entrance requirements		
	..Oct 1..	..Aug 1..	Sub..	..Oct 1..	Any...	Grade..	Req..	Post..
Bachelor of Computer Information Systems								
Bachelor of General Studies	See Bachelor of General Studies							
Bachelor of Kinesiology								

Calendar Copy (page 89)

Bachelor of General Studies
Community Access

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4.0 INFORMATION ITEMS

4.1 PAC Requested Information to VA – Inclusion of Page 73 Calendar Copy

As requested by PAC on December 14, Don Murray submitted another copy of his memo to the PAC to include the reference to VA on page 73 for Calendar Copy. (This was already done on the December 14 PAC minutes).

Motion:

B. Cooke / D. Burnie

To approve the addition of VA page 73 for Calendar copy description.

APPROVED

4.2 PAC Requested Information to CRIM 210, 212

As requested by PAC on December 7, Tim Segger submitted the complete course outlines for CRIM 210 and CRIM 212. The Course Content was now provided for CRIM 210, which states that, "course content varies by instructor", and, "an example of course content might be:", - which is followed by the Course Schedule list. Methods of Obtaining PLAR for CRIM 212 now indicates "contact the department head".

Motion:

B. Salingré / D. Burnie

To approve the outstanding course outlines for CRIM 210 and CRIM 212.

APPROVED

4.3 Aircraft Structural Repair Technician –Module Lines

As requested by PAC on November 28, Harvey McCullough submitted the module lines for the Aircraft Structural Repair Technician program. The document was in the form of a student record sheet. In his covering memo, he pointed out that the program designer had re-align some of the module lines and some had been re-named to better suit the Aerospace Industry. There were 3 module lines as follows:

- ♦ Module 1 (100 – 109)
- ♦ Module 2 (110 – 116)
- ♦ Module 3 (117 – 123)

The modules and numbers will replace the "Sample topics" section from Harvey's November 28 PAC presentation about the Aircraft Structural Repair certificate.

Harvey was unsure if all the course outlines needed to be resubmitted to the PAC, so he provided copies of them anyway. However, it was noted that the forms were not completely filled in. It was therefore decided that D'Anne Epp would speak with him again, informing him that the complete course outlines for each course must be filled in and presented at the January 30 PAC. For the time being however, Module 1 (100 – 109) was accepted.

Action: D. Epp

Motion:

B. Cooke / D. Burnie

To approve the numbering and renaming of Module 1 of the Aircraft Structural Repair Technician program and await course outlines for the Modules 1, 2 and 3 - to be presented at the PAC on January 30.

APPROVED

Calendar Copy (page 182)

Aircraft Structural Repair Technician certificate
Sample topics The list of modules are:

MODULE LINES	
100	Introduction and Orientation
101	Safety Factors
102	Aircraft Terminology & Components
103	Reference Material & Documentation
104	Blueprint & Technical Drawings
105	Tools & Equipment
106	Materials
107	Fastener Installation
108	Sealing
109	Sheet Metal Fabrication
MODULE 2	
110	Advanced Fabrication & Assembly
111	Corrosion Assessment
112	Corrosion Control
113	Heat Treatment of Aluminium Alloys
114	Prime and Paint Metal Parts & Assemblies
115	Structural Damage Assessment
116	Sheet Metal Repairs
MODULE 3	
117	Tubular Repairs
118	Composite Fabrication
119	Composite Repairs
120	Fabric Coverings
121	Wood Structures
122	Fluid Lines & Conduits
123	Windows & Lenses

5.0 ADJOURNMENT

D. Burnie / S. Flynn

NEXT MEETING
JANUARY 30, 2002
9:30am
ROOM A225
Abbotsford Campus