

**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE
(UPAC) MEETING**Friday, March 3, 2006
9:30 AM – Room D215
Abbotsford Campus**Approved Minutes**

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**Present:** S. Brigden, B. Cooke, E. Dennis, E. Harris, L. Howe, R. Kelley, G. Mimmack, R. Morrison, P. O'Brien, B. Salingre, J. Snodgrass

**Regrets:** M. MacDougall, H. McCullough

**Guests:** D. Francis, S. Piper, G. Wolfson

**Recorder:** P. Cruickshanks

**1. APPROVAL OF UPAC AGENDA****MOTION:**To approve the agenda with the following addition:  
3.7 UPAC approval process (discussion)

E. Dennis/S. Brigden

CARRIED

**2. APPROVAL OF UPAC MINUTES**

2.1 UPAC Draft Minutes: February 3, 2006

**MOTION:**To approve the minutes of February 3, 2006 with the following amendment:  
3.9 Visual Arts

R. Kelley/G. Mimmack

**Motion:**Prerequisites: None; FILM ~~404~~ 110 or FILM ~~402~~ 120 recommended.

CARRIED

**3. UPAC BUSINESS****3.1 Sociology**New Course: SOC 205**MOTION:**

To approve SOC 205 as presented.

P. O'Brien/B. Salingre

CARRIED

**3.2 Biology**Change to Course: BIO 330**MOTION:**

To approve the change to BIO 330 as presented.

J. Snodgrass/S. Brigden

CARRIED

New Courses: BIO 350**MOTION:**

To approve the new course BIO 350 with the following amendments:

Calendar Description: We will also discuss aspects of genetic ~~counseling~~ counselling.....

Methods of Obtaining PLAR:

Course examination: The student must challenge both lecture and lab components of the course by writing an examination for each ~~the course by writing an examination.~~ the course by writing an examination.

E. Dennis/G. Mimmack

The student will be provided with a copy of the syllabus and information how to obtain a copy of the current text ~~and lab manual.~~

Course Content: Multifactorial inheritance.... and a Alzheimer's.

**CARRIED**

Change to Program: Biology Concentrations

The Biology Department felt students would be better prepared to enter into medicine with stricter requirements; therefore many of the formerly recommended courses will now be required courses.

**MOTION:**

**J. Snodgrass/G. Mimmack**

To approve the revised pre-med option for previously approved Biology Concentrations with the following amendment:

Two lower-level Physics courses (PHYS 101 & 105, or PHYS 111 & 112)

**CARRIED**

**RECOMMENDED TO UCC FOR APPROVAL**

**3.3 Early Childhood Education/Child and Youth Care (DEFERRED)**

Change to Courses: [Prerequisites] CYC 268, CYC 321, CYC 341

**3.4 School of Social Work and Human Services**

Changes to Course(s) [Renumbering from 400's – 500's) HSER 400, HSER 401 HSER 402, HSER 410, HSER 411, HSER 412, HSER 427, HSER 428, HSER 430

This submission originally came to UPAC in October 2005. The item was deferred at that time pending course renumbering being considered by Academic Standards Committee (ASC). ASC has now developed a policy that has completed third reading and will be forwarded to UCC for approval. Policy 210.04: Course Numbering, states that 600 and above are graduate degree level courses. The 500 level is described as: "courses at an advanced, but not graduate, level that may be used as professional development to maintain a credential or professional status." Therefore, it was decided to renumber the 400 level HSER courses to 500 level HSER courses. A concern that came up at ASC was that the Substance Abuse Diploma entrance requirements. Discussion ensued regarding these requirements and the following motion was made:

**MOTION:**

**J. Snodgrass/R. Morrison**

To approve the renumbering of the HSER 400 series to 500 level and to revise the admission requirements of the Substance Abuse Diploma program so they are consistent with the type of candidate being considered. This program is not appropriate for students applying directly from high school; it is intended for mature students with life and work experience. These changes effective September 2007.

**CARRIED**

**RECOMMENDED TO UCC FOR INFORMATION**

**3.5 "Semester" Discussion**

G. Mimmack raised the issue that the word 'semester' is frequently misused and she felt it important that we use the word in a consistent manner. A handout was provided with a dictionary definition of the word and the way semester is used in numerous other educational institutions. Funk and Wagnall's dictionary states the definition of semester as: "A college half year. In US colleges and universities, a period of instruction, usually lasting 17 or 18 weeks. A period of six months."

The handout also cited many instances of the word semester ranging for 12 – 18 weeks in length.

The consensus was that semester is one of those words whose true definition has been lost. It is typically used as a division of a school year, with the definition relative to the particular institution.

**3.6 Change to Prerequisite:**

The following course outlines needed prerequisite changes as a result of approving the change from CMNS 250 to CMNS 251 in the November 25, 2005 UPAC meeting: AGRI 242A, AGRI 242B, CMNS 345, CMNS 360, CMNS412. These course outlines are effective September 2006.

**MOTION:**

**R. Morrison/L. Howe**

To accept the action that has been taken.

**CARRIED**

### 3.7 UPAC Process Discussion

B. Cooke reviewed the process that we currently follow for UPAC. Departments review/create courses and send them to their curriculum committee for input/approval. Once approved at the curriculum committee level the department then forwards the information to UPACA1 for consultation. Following that consultation the department considers/implements suggested changes, and forwards their submission to the UCC Administrative Assistant, who in turn emails them to UPACA2 for formal consultation. The item(s) and any responses from this consultation are placed on the next UPAC agenda and are dealt with there.

The change from Program Advisory Committee to Undergraduate Program Advisory Committee came about with the implementation of Policy 110.29: Program and Course Approval. The purpose of the policy is to ensure that courses and programs at UCFV meet the highest standards for educational soundness and rigour, and are consistent with the UCFV's mandate, mission, and goals.

B. Cooke noted that one of the objectives of the committee that created the Program and Course Approval policy was to make the curriculum committees more responsible for the curriculum (course outline content, grammar, spelling, accuracy, etc). At present UPAC feels that the submissions we receive are not at a standard that we would be comfortable having made public on our website. UPAC is still spending a substantial amount of time on these important issues. What can we do differently to enhance the process and relieve some of the onerous consultation?

Since September 2005 when the Program and Course Approval policy was implemented, we have kept the structure of the former Program Advisory Committee (PAC) committee. However, the new structure of UPAC will change considerably and is to become effective June ~~2007~~ 2006. UPAC Membership will consist of:

- 1 Faculty representative from each faculty division
- 2 Faculty (at large)
- 1 UCC representative (may be one of the above)
- 1 Director of Student Services or designate
- 1 Registrar or designate
- 1 Vice President, Academic or designate

Concerns/Suggestions raised:

- o Members worried that only one faculty representative will have difficulty adequately representing all the various departments within their faculty
- o Members felt strongly that not having the student advisor or the associate registrar will be a detriment to the committee as these members have a broad knowledge base and make very valuable contributions to the group.
- o Problematic for members to keep track of email consultation and whether or not their suggestions had been considered and/or implemented
- o Discussion boards (website) may be beneficial (whereby the course outlines could be viewed and comments entered)
- o The work load for departments and the UCC office is a problem
- o Maybe we need more support staff to handle the work load
- o Would it be a good idea for curriculum committees to approve course outlines?
- o Difficult for B. Salingre and E. Harris to continue on the calendar committee if they are not involved in the UPAC meetings

B. Cooke will take these concerns and suggestions to the Instructional Administrators meeting next week and we will review the Program and Course Approval policy at our next UPAC meeting.

### 4. INFORMATION ITEMS

#### 4.1 Criminology:

Change to Entrance Requirements approved at the November 25, 2005 UPAC meeting

### 5. ADJOURNMENT

**MOTION:**

Moved the meeting be adjourned at 11:35 AM

**E. Dennis/B. Salingre**

## CALENDAR COPY

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### 3.2 BIOLOGY

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#### **Biology Major Concentrations**

Students who wish to specialize in a sub-discipline of biology or prepare for medicine as part of their Biology major may choose to complete a concentration in Pre-Medicine, Cellular and Molecular Genetics, Ecology, or Biology of Organisms.

Students may declare their intention to complete a concentration at the end of second or third year or they may apply after completion of all the requirements.

The Biology major may be combined as a concentration and a minor in another discipline (e.g., Cellular and Molecular Genetics concentration with a Chemistry minor) or students may wish to complete a double concentration by combining the Pre-Medicine concentration with a sub-discipline concentration (e.g., Pre-Medicine with Cellular and Molecular Genetics).

Students are strongly advised to consult the Science Advisor for information on course sequencing prior to starting a concentration.

#### **Pre-Medicine**

In addition to the courses required for a Biology major, this concentration requires completion of the following courses:

CHEM 214

MATH 106

ENGL 105 & one of ENGL 120–170

~~The following courses are recommended:~~

BIO 203, BIO 325

Two lower-level Physics courses (PHYS 101 & 105, or PHYS 111 & 112)

PSYC 101 & 102

Any three of:

BIO 350, KPE 215, KPE 270, KPE 370 or PSYC 102

#### **Cellular and Molecular Genetics.....**