

**UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC)  
MEETING**

Friday, August 29, 2007  
10:00 a.m. – Room A203B  
Abbotsford Campus

**APPROVED MINUTES**

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**Present:** I. Affleck, S. Brigden, J. Carroll, B. Cooke, E. Davis, R. Kelley, S. Pattridge, O. Steyn

**Recorder:** A. Hallman

**1. APPROVAL OF UPAC AGENDA**

BUS 216, 217, and 218 listed under item 4.5 were corrected to BUS 416, 417, and 418.  
BUS 416 was removed from the agenda due to unresolved concerns.

**2. APPROVAL OF UPAC MINUTES**

2.1. UPAC Draft Minutes: May 25, 2007

**MOTION:****B. Cooke/J. Carroll**

To approve the May 25, 2007 draft minutes as presented.

**CARRIED**

The manner in which information items are included on the agenda was discussed. As the information items often include a large number of course approvals, it was decided that a new agenda section be created specifically for approved course outlines.

**3. UPAC BUSINESS**

3.1. Framework courses in support of student exchanges

B. Cooke noted that the distributed course outline was a draft framework course, and approval was not being sought. This was brought to UPAC for advice on how best to approach the issue of student exchanges at other institutions. These students pay UCFV fees, and are given transfer credit for their completed coursework. Exchange courses have been done in the past through International Education, but are now more formalized. A&R would like to have these students registered in an "exchange" course for transcript purposes, so that transcripts not only reflect the credits earned but also show that an exchange has taken place.

The proposed course has no credits attached to it, but this creates problems with Financial Aid applications; Financial Aid would prefer that this be a credit course. Other institutions approach this situation in a variety of ways. Some set up the exchange as a credit course and later change it to zero credits when the exchange is complete, while others give credits for the exchange but no credits for actual courses completed, although these still appear on the transcript.

R. Kelley mentioned that there could be problems for students if the course appears on the transcript with "zero credits" awarded, and asked if there would be another way to communicate this information. B. Cooke indicated that the "credits" cannot simply be blank; a number must be given. Sample transcripts may be helpful in determining how best to convey this information.

UPAC members discussed whether it was necessary to indicate an exchange on the transcript, but saw no reason not to. There could be a course associated with every exchange agreement.

B. Cooke will revise the course outline and determine how best to proceed.

### 3.2. Final course outline review

Minor changes to the official course outline form were suggested. In the PLAR section, "Examination" and "Interview" will be changed to "Examination(s)" and "Interview(s)". The Methods section will include examples of possible methods of delivery.

**MOTION:**

E. Davis/ O. Steyn

To accept the official course outline form with amendments as discussed.

CARRIED

**MOTION:**

R. Kelley/S. Pattridge

To accept the cross-listed course outline form as presented.

CARRIED

## 4. INFORMATION ITEMS

4.1. UPAC membership for 2007/08

4.2. UPAC meeting schedule and agenda deadlines

4.3. UPAC Procedures and Guidelines

4.4. **Biology**

Course review: BIO 210 has been published.

4.5. **Business Administration**

New course: BUS 417: Performance Evaluation and Management has been published.

New course: BUS 418: Occupational Health and Safety has been published.

4.6. **Criminology/Criminal Justice**

Courses no longer offered: CRIM 109, 130, 135 have been discontinued.

4.7. **Mathematics and Statistics**

New course: MATH 481: Seminar in Mathematics has been published.

Change to prerequisites: MATH 444 has been published.

Change to pre/co-requisites: MATH 316 has been published.

## 5. ADJOURNMENT

The meeting was adjourned at 11:15 am.