
UPAC MEMORANDUM

UPAC Chair: Sue Brigden
Phone: 4372

UPAC Assistant: Amanda Grimson
Phone: 4571

TO: Undergraduate Program Advisory Committee Representatives
FROM: Amanda Grimson, UPAC Assistant
DATE: March 19, 2010
RE: NOTICE OF UPAC MEETING

An Undergraduate Program Advisory Committee (UPAC)

meeting is scheduled for:

Friday, March 26, 2010

10 am, Room A225 (Abbotsford campus)

[Agenda package attached]

UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Friday, March 26, 2010
10 am – Room A225
Abbotsford Campus

AGENDA

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#### 1. APPROVAL OF UPAC AGENDA

#### 2. APPROVAL OF UPAC MINUTES

2.1. UPAC draft minutes: February 26, 2010

Exhibit 2.1 (p.1)

#### 3. COURSE OUTLINES

The following courses are ready for publication following UPAC approval. Official course outlines are available online at <http://www.ufv.ca/calendar/courseoutlines/upac/>.

##### 3.1. Communications

New course: CMNS 420, Virtual Team Communication

Review with changes including title and prerequisites: RSS 098

##### 3.2. Economics

Review with changes including title, credits, and prerequisites: ECON 352, 397, 398

Review with changes including credits and prerequisites: ECON 307, 341, 361, 365, 388, 410

##### 3.3. English

New course: ENGL 229, Mennonite Literature

##### 3.4. Fashion Design

Changes including credits and hours: FD 180

#### 4. UPAC BUSINESS

##### 4.1. Social, Cultural, and Media Studies

*E. Spalding*

Exhibit #4.1 (p.9)

Change to programs: Sociology/Anthropology major, Sociology major, and Sociology minor

##### 4.2. Nursing

*N. Goad*

Exhibit #4.2 (p.10)

Change to programs: BSN and PN entrance requirements, BSN program requirements

##### 4.3. Course review period

*J. Carroll*

Exhibit #4.3 (p.12)

##### 4.4. Discussion: Policy guidelines

*B. Cooke*

Exhibit #4.4 (p.14)

#### 5. INFORMATION

5.1. Discontinued courses: FREN 161, 162, 163, 164, 165, 167, 168, 169, 170, 261, 262, 263, 264, 265, 346

5.2. Discontinued course: SCI 400

5.3. Prerequisites updated: PSYC 305, 306, 343, 351, 355, 357, 360, 367, 370, 375, 383, 385, 386

#### 6. ADJOURNMENT

## UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Friday, February 26, 2010  
10 am – Room A225  
Abbotsford Campus

### DRAFT MINUTES

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Present: S. Brigden, J. Carroll, K. Evans, E. Harris, C. Loten, S. Pattridge, E. Spalding

Guests: T. Anzai, K. Brealy, K. Cooper, P. Funk, N. Goad, C. Neigel

Recorder: A. Grimson

1. APPROVAL OF UPAC AGENDA

MOTION:

E. Spalding/S. Pattridge

To approve the agenda as amended:

- **4.2 Economics:**
 - Removal of ECON 341, 352, and 307
 - Addition of ECON 100, review with changes
 - Addition of ECON 203 (formerly ECON 102), review with changes including course number
- **4.5 Social, Cultural, and Media Studies:**
 - Removal of LAS 470 as a cross-listing for SOC 470
 - Addition of MACS 492 as a cross-listing for SOC 492
- Addition of **4.7 Physics:**
 - PHYS 332, 342, 362, 372, 382, change to prerequisites

CARRIED

2. APPROVAL OF UPAC MINUTES

2.1. UPAC draft minutes: January 29, 2010

MOTION:

J. Carroll/C. Loten

To approve the UPAC draft minutes of January 29, 2010 as presented.

CARRIED

3. UPAC BUSINESS

3.1. Science

Change to program: Associate of Science

MOTION:

C. Loten/E. Spalding

To approve the re-addition of the GPA requirement to the Associate of Science calendar copy as presented.

CARRIED

3.2. Trades

Change to program: Hospitality Event Planning

MOTION:

K. Evans/E. Harris

To approve the addition of a field trip requirement to the Hospitality Event Planning certificate.

CARRIED

3.3. Visual Arts

3.3.1. Change to program: Bachelor of Fine Arts

MOTION:

E. Spalding/S. Pattridge

To approve the changes to the Bachelor of Fine Arts standing required for continuance, probation/academic warning, and requirement to withdraw, as amended:

- **Probation/Academic Warning:**

"A student who has a CGPA lower than 2.0 or who has not completed six credits in Art History with a minimum cumulative grade of 2.0 by the end of 60 credits will be placed on Academic Warning for the next semester. A student on Academic Warning may not register in a course overload. A student on Academic Warning who achieves a single semester GPA of at least 2.0 will continue on Academic Warning until the CGPA equals or exceeds 2.0. Warning will take place in accordance with UFV Policy on Academic Warning Policy No. 340.03."

- 2.33 will be changed to 2.0 in the graduation requirements as well, as a result of these changes.

CARRIED

RECOMMENDED TO SENATE

3.3.2. Change to program: Visual Arts extended minor

MOTION:

E. Spalding/E. Harris

To approve the changes to the Visual Arts extended minor as presented.

CARRIED

RECOMMENDED TO SENATE

3.4. Nursing

3.4.1. Change to program: BSN admission scoring

MOTION:

E. Harris/C. Loten

To approve the change to the basis for admission decision scoring for the BSN program as presented.

CARRIED

3.4.2. New course: NURS 230, Nursing Practice – Consolidation

MOTION:

E. Harris/J. Carroll

To approve the new course NURS 230 as presented.

CARRIED

Change to prerequisites: NURS 201, 202, 203, 301, 303, 491

Change to prerequisites: HSC 310, 312

MOTION:

E. Harris/S. Pattridge

To approve the prerequisites change to NURS 201, 202, 203, 301, 303, and 491, and HSC 310 and 312 as amended:

- HSC 312 prerequisites: One of NURS ~~303~~, 306, **220**, or 230

CARRIED

Change to program: BSN fast-track option

MOTION:

S. Pattridge/E. Harris

To approve the changes to the BSN program as presented.

CARRIED

3.5. Library and Information Technology

3.5.1. Change to program: LIBT diploma time limit

C. Neigel indicated that this change will not impact many students, but will give the department a little more control in cases where students take an extended time to complete the program. As the diploma requires two years of full-time study, or up to four years when taken online, the department felt that five years was a more than sufficient time limit.

MOTION:

E. Spalding/S. Pattridge

To approve the addition of a five year completion time limit to the Library and Information Technology diploma program.

CARRIED

3.5.2. Change to program: LIBT calendar copy wording

MOTION:

K. Evans/E. Harris

To approve the wording change for the Library and Information technology program, from a “four semester” to a “two year” program.

CARRIED

3.6. Geography

Changes to programs: Geography major and concentrations

MOTION:

J. Carroll/S. Pattridge

To approve the changes to the Geography major concentrations in Environmental Studies, Geographic Information Systems, International Studies, Physical Geography, and Urban Studies, and the Geography major (no concentration) as presented, conditional upon approval (with no changes) by Arts Faculty Council.

CARRIED

3.7. English

New course: ENGL 403, Seminar in Major Authors

MOTION:

J. Carroll/S. Pattridge

To approve the new course ENGL 403 as presented.

CARRIED

Change to program: English honours

MOTION:

J. Carroll/E. Harris

To approve the addition of ENGL 401 and 403 as options in the English honours program as presented.

CARRIED

3.8. Social Work and Human Services

Discontinuation of program: Substance Abuse diploma

MOTION:

K. Evans/E. Spalding

To discontinue the Substance Abuse diploma as presented.

CARRIED

RECOMMENDED TO SENATE

3.9. Upgrading and University Preparation

3.9.1. Change to program: University Foundation, addition of CIS courses

MOTION:

E. Harris/S. Brigden

To approve the addition of CIS 162 to Level 1, and CIS 124, 185, and 165 to Level 2 of the University Foundation certificate elective lists.

CARRIED

3.9.2. Change to program: University Foundation, addition of MATH courses

MOTION:

E. Harris/C. Loten

To approve the addition of MATH 112, 124, 140, 141, 152, and 170 to Level 2 of the University Foundation certificate elective lists.

CARRIED

3.9.3. New course: TASK 051, Personal and Workplace Essentials

New course: TASK 052, Career Exploration

New course: TASK 053, Safety and Industrial Certificates

New course: TASK 054, Work Experience I

New course: TASK 055, Work Experience II

New course: TASK 056, Personal and Career Portfolio

MOTION:

E. Harris/K. Evans

To approve the new courses TASK 051, 052, 053, 054, 055, and 056 as presented.

CARRIED

Change to program: Workplace TASK

MOTION:

K. Evans/C. Loten

To approve the revisions to the Workplace TASK program as presented.

CARRIED

RECOMMENDED TO SENATE

3.10. Social, Cultural, and Media Studies

Change to program: Media and Communication Studies minor

MOTION:**E. Spalding/J. Carroll**

To approve the changes to the Media and Communication Studies minor as presented, conditional upon approval (with no changes) by Arts Faculty Council.

**CARRIED
RECOMMENDED TO SENATE**

MOTION:**J. Carroll/K. Evans**

To approve the addition of the Media and Communication Studies minor to the Bachelor of Fine Arts, conditional upon approval by Arts Faculty Council.

**CARRIED
RECOMMENDED TO SENATE**

4. COURSE OUTLINES

E. Harris mentioned that the multiple cross-listings of former SCMS courses are causing a few issues when it comes to articulation for transfer to other institutions. There has been some confusion at BCCAT over how to approach these, and concern that receiving institutions will not understand that all versions are in fact the same course. Senate may need to re-address cross-listed courses, taking transfer credit problems into consideration. J. Carroll also indicated that the Arts Faculty Curriculum Committee intends to further discuss the approach to cross-listed courses.

MOTION:**E. Spalding/C. Loten**

To approve the following course outlines as amended.

CARRIED

4.1. Communications

New course: CMNS 200, Introduction to Portfolio Development

Changes including title, prerequisites, and content: CMNS 412 (combination of CMNS 412 and 413)

Changes including prerequisites: CMNS 490

4.2. Economics

Review with changes: ECON 100, 101, 215, 344, 352

~~Review with changes, including credits and prerequisites:~~ ~~ECON 307~~

Review with changes, including course number: ECON 203 (formerly ECON 102)

4.3. English

Resurrection of discontinued course; review with changes including title: ENGL 308

Review with changes, including title: ENGL 105, 280, 401

Review with changes: ENGL 220, 312, 361

Revisions: ENGL 240 (corrections to the outline submitted to UPAC Nov. 27, 2009)

4.4. Library and Information Technology

New course: LIBT 380, Emergent Library Technologies

New course: LIBT 381, Leadership for Library Technicians

Change to pre/co-requisites: LIBT 115

4.5. Social, Cultural, and Media Studies

New course: SOC 289, Sociology of Animals in Western Society

New cross-listed course: ANTH 209/LING 209, Language and Culture

New cross-listed course: ANTH 375/MACS 375, Indian Mediascapes

New cross-listing: SOC 396, cross-listed with GEOG 396/GDS 310

New cross-listing: SOC 398, cross-listed with GEOG 398/GDS 311

Review with changes including course code: ANTH 388, cross-listed as LAS 388/SOC 388 (formerly SCMS 388)

Review with changes including course code: LAS 310, cross-listed as ANTH 310/SOC 310 (formerly SCMS 310)

Review with changes including course code: MACS 460, cross-listed as SOC 460 (formerly SCMS 460)

Review with changes including course code: SOC 356, cross-listed as ANTH 356/MACS 356 (formerly SCMS 356)

Review with changes including course code: SOC 363, cross-listed as ANTH 363/LAS 363 (formerly SCMS 363)

Review with changes including course code: SOC 440 (formerly SCMS 440)

Review with changes including course code: SOC 463, cross-listed as ANTH 463/LAS 463 (formerly SCMS 463)

Review with changes including course code: SOC 470, cross-listed as ANTH 470/~~LAS 470~~ (formerly SCMS 470)

Review with changes including course code: SOC 492, cross-listed as ANTH 492/LAS 492/**MACS 492** (formerly SCMS 492)

Review with changes including course code and title: SOC 355, cross-listed as ANTH 355/MACS 355 (formerly SCMS 355)

Review with changes including course code and number: LAS 442, cross-listed as SOC 442 (formerly SCMS 440a)

Review with changes including course code, number, and title: LAS 472, cross-listed as ANTH 472/SOC 472 (formerly SCMS 470a)

4.6. Visual Arts

Review with changes: VA 184, 321, 322, 421, 422

Revisions: VA 152, 351, 352, 383, 384, 451, 452

4.7. Physics

Change to prerequisites: **PHYS 332, 342, 362, 372, 382**

5. INFORMATION

5.1. Discontinued courses: BUS 450, 451, 452, 453

6. ADJOURNMENT

MEMORANDUM

TO: Faculty of Arts Curriculum Committee

FROM: Eric Spalding, Department Head, Social, Cultural and Media Studies

SUBJECT: Limiting the number of internship credits that students can count towards the Sociology/Anthropology major, the Sociology major, and the Sociology minor

DATE: February 8, 2010

At their department meeting on February 5, 2010, SCMS faculty voted to approve the application of the following note to the upper-level requirements for the sociology/anthropology major, the sociology major and the sociology minor: "No more than 9 credits may be in the internship courses (SOC 310 and SOC 311)."

Rationale

GDS 310, Global Development Studies: Canada Internship and *GDS 311, Global Development Studies: International Internship* each offers the opportunity for students to gain credit for their experiences on internships in Canada and abroad. The SCMS faculty recognize the value of such opportunities for students, but they also want to ensure that students earning a major or minor in sociology take a minimum number of in-class or online courses in sociology. The faculty believe that, if they take more than 9 credits in internship courses, students will not be able to take enough in-class or online sociology credits to become familiar with the basic theories and methods that are fundamental to an adequate understanding of the discipline.

MEMORANDUM

TO: UPAC Committee

FROM: Nancy Goad, BSN program

RE: BSN/PN Calendar changes

DATE: March 17, 2010

The nursing faculty would like to request two changes to the calendar copy that require UPAC approval.

Change:

At present, a **BSN** and **PN** entrance requirement in the calendar reads:

“A Health Assessment, completed by a physician”

We wish to remove:

“completed by a physician”

Rationale:

At present the health questionnaire includes both applicant and physician elements. The purpose of a health questionnaire on entry to the program is to help determine health issues which might impact an applicant's ability to be successful. It needs to target elements of health relevant to the applicant's fitness to practice. The physician questionnaire (based on a physical examination) often contains information which is not relevant to fitness to practice and may contain confidential information which the program does not need to know. The applicant can provide the necessary information that the program requires in order to assess health issues which may impact fitness to practice. Discussions with other nursing programs in British Columbia, reflect that physician examinations are being discontinued.

Change:

At present, under the **BSN** program policies, the following requirement is included:

Once enrolled in the Nursing program, students are required to maintain CRNBC student membership. As one of the several services offered through this membership, an annual criminal record check will be done.”

We wish to remove this statement.

Rationale:

The CRNBC student membership has in the past provided an opportunity to provide criminal record checks as well as connect our students to the professional association. The Act (The Nurses [Registered] Act) governing nurses at the time this requirement was introduced had a category for student registrants. The Act governing nurses and nursing practice has changed to the Health Professions Act. In this Act the only registrants identified are nurses. There is no longer a provision for students. Further, it is required by the Ministry of the Solicitor General and

Public Safety that educational institutions hold both the consent for and evidence of no criminal record for all students who are working with children. As a result, we are required to do a criminal record check for each student entering the program. It was felt that given the need to do so and the change in the act governing nurses, that we should eliminate the requirement for CRNBC membership.

These changes are supported by faculty.



MEMORANDUM

To: UPAC
From: Arts Faculty Council
Date: March 16, 2010
Subject: Extending the Course Review Period

The Arts Faculty Council, in response to the heavy volume of courses needing review, would like to recommend that the course review period be extended from four to six years. This adjustment seems sensible given the fact that the number of courses offered has increased significantly over the past few years. It is also true that some courses which might be offered only once every two years would only be offered twice before coming up for review, given the current requirement.

MEMORANDUM

TO: UPAC
FROM: Amanda Grimson, UPAC Assistant
DATE: March 17, 2010
RE: Course review period: background information

In response to an inquiry from the Arts Faculty Curriculum Committee regarding the course review period (ie. a review being required four years after UPAC approval), I have prepared some background information on this particular requirement.

History

- Some concerns were brought to the Program Advisory Committee (PAC) in 1998 regarding the consistency/availability/etc. of course outlines throughout the institution, and on UCC's advice, PAC formed a Course Outline subcommittee. The subcommittee's report was presented at PAC on February 24, 1999 and included four recommendations, one of which was "that the Course Outline Information form be reviewed and updated every four (4) years".
 - Excerpt from Feb. 24, 1999 PAC minutes:
The date the course should be reviewed should be put on the Course Outline Information form (first year courses reviewed one year, second year the next, etc. over a four year period) in order to initiate the review process and keep course outlines up-to-date.
- The subcommittee brought revised recommendations back to PAC on March 24, 1999 along with a revised form, again including the recommendation "that the Course Outline Information form be reviewed and updated every four (4) years". These recommendations were formally accepted.
- On May 5, 1999, PAC formally approved the new Official Course Outline form and Guidelines. The minutes note that a "discussion was held on the benefit to students and department heads of up-to-date course outlines".
- The outline form and guidelines were subsequently approved by UCC on May 12 (first reading), June 9 (second reading), and September 29, 1999 (third reading). The minutes of the September meeting note that "It was recommended that the course outlines be updated every four years beginning with first-year courses."

Additional notes

When the revised course outline form was approved on the above dates, the review date was listed as "four years after implementation date". It appears that this caused problems at some point, and in 2005 this was changed to "four years after UPAC final approval date".

- Excerpt from May 27, 2005 PAC minutes:
B. Cooke noted that some of the Course Outlines need to have their review dates changed. The review date needs to be: Month to be same as the month the course is to be implemented but the year is to be four years after the course outline was brought to PAC.

This particular aspect was news to me. Since I have been working with the course outlines (beginning in fall 2006), I have listed the review date as four years from the actual UPAC meeting (ie. new courses approved this month will be up for review in March 2014); this practice appears to have begun in fall 2005.

From: Bill Cooke
To: Amanda Grimson; Carol Dickson; Craig Toews; Deborah Block; Deborah G...
CC: Eric Davis; Monique Castonguay; Robert Buchan; The Deans; Tim Segger...
Date: 3/12/2010 8:59 AM
Subject: Policy Guidelines under development
Attachments: Policy Guidelines - draft 2010-01022.doc

Hi,

I'd like to have our "policies" public and accessible. The online policy 'manual' is being redesigned to do this. First we need to ensure that they make sense, and so, I'm working on some guidelines for the development of policies. Yes, a policy on policy.

These guidelines would cover not only the normal policies - Board, Board on advice of Senate and Senate, but also operating or administrative policies of various areas. The latter might also be called rules, regulations, procedures, directives etc.

Could you ask your faculty councils, committees and anyone else you come in contact with to consider the attached guidelines and give me suggestions or comments.

I will also be working on the various routes that a proposal for a policy or a change will take, but one step at a time for now.

Thanks,
Bill

Draft

Guidelines for the writing of policies (A policy on policies?)

A policy is a guide that establishes the parameters for decision making and action

Every policy must have

Purpose and/or value statement: a statement of the intent or overriding values of the university that can be used to help understand the policy.

Policy statement: Usually a short statement that identifies the action or decisions to be taken and the circumstances that limit them.

Some policies may much longer and give detailed direction. This depends on whether the body making the policy is willing to delegate authority to the primary contact to expand on the policy with rules, regulations etc. or it wishes to limit this delegated authority in order to meet its responsibilities.

Authority: The authority under which the policy is created must be clearly identified. In some cases this authority may be granted through legislation, e.g., the University Act, in others it may arise from an existing policy.

Primary Contact: This is the person or office to which the authority has delegated the authority in the policy. This body would be responsible for ensuring that the actions or decisions are taken according to the policy and may authorize others to implement the policy. However, responsibility for actions or decisions made under the policy remains with the primary contact.

Policy number: This is a unique identifier that can be used when referring to the policy. It may have some structure that allows like policies to be grouped together. The grouping will be determined from an institutional organization of policies set somewhere and remains inviolate.

Date the policy was created or reviewed: Policies are assumed to be in effect at all times. However, they may not all be reviewed regularly. The date it was created or last reviewed can help a reader understand

Policies should have (if needed)

Related policies: If other policies may have authority in similar areas, then a list of related policies will help people who refer to a policy to be aware of these other policies and areas.

Definition of terms: If words in the policy have a special meaning or are used in a particular way, then the use should be defined.

Draft

Procedure: In order to implement a policy some procedures may be needed. These should be set by the primary contact or whoever the contact identifies as responsible for implementation.

Rules or regulations: It may be necessary to interpret a policy in more familiar terms or layout the conditions in very specific terms. Rules or regulations set the parameters for decision making and action. They have the authority of the policy but are set by the primary contact.