
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: August 30, 2010
RE: NOTICE OF UPAC MEETING

An Undergraduate Program Advisory Committee (UPAC)

meeting is scheduled for:

Friday, September 3, 2010

10 am, Room A225 (Abbotsford campus)

[Agenda package attached]

UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Friday, September 3, 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: May 21, 2010

Exhibit 2.1 (p.4)

#### 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. English

New cross-listed course: ENGL 267/AH 267/MACS 267

Course review with changes including title: ENGL 310

Course reviews with changes: ENGL 266, 491, 492

##### 3.2. Indigenous Studies

Changes including course number: IPK 331 (formerly IPK 131)

Changes including course number: IPK 332 (formerly IPK 132)

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

New course: ANTH 367/ENGL 367, Culture and Theory of Diaspora

##### 3.4. Social Work and Human Services

Change to prerequisites: FNST 101, 102, 201, 202

Review with changes including pre/corequisites: SOWK 330

Review with changes: SOWK 300, 430

##### 3.5. Visual Arts

New course: VA 240, Indigenous Design and Technology: Special Topics III

New course: VA 241, Indigenous Design and Technology: Special Topics IV

#### 4. OTHER UPAC BUSINESS

##### 4.1. Arts

*N. Mooney*

Exhibit #4.1 (p.7)

New discipline: ARTS course designation

New course: ARTS 280, Special Topics: Arts Internship in a Specific Discipline

New program: Diaspora Studies certificate

##### 4.2. Communications

*D. Thomson*

Exhibit #4.2 (p.13)

New program: Portfolio Essentials certificate

**4.3. Geography**

*K. Brealey* Exhibit #4.3 (p.15)

New course: GEOG 458, GIS Project

New program: Certificate in GIS

**4.4. Mennonite Studies**

*C. Dahl* Exhibit #4.4 (p.20)

New discipline: MENN course designation

New course: MENN 100, An Introduction to Mennonite Studies

New course: MENN 300, Mennonite Development and Relief Organizations

New program: Mennonite Studies certificate

**4.5. Course review period**

Exhibit #4.5 (p.32)

**5. INFORMATION**

**5.1. Trades**

Exhibit #5.1 (p.34)

Changes to program: Automotive Service Technician (changes approved via e-mail vote June 28, 2010)

**5.2. 2010/11 UPAC meeting schedule**

Exhibit #5.2 (p.36)

**6. ADJOURNMENT**

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

**Friday, May 21, 2010  
10 am – Room A225  
Abbotsford Campus**

**DRAFT MINUTES**

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Present: S. Brigden, J. Carroll, C. Loten, S. Pattridge, S. StegmueLLer

Guests: H. Telford

Recorder: A. Grimson

1. APPROVAL OF UPAC AGENDA

MOTION:

S. Pattridge/J. Carroll

To approve the agenda as amended:

- Removal of Aviation course outlines (3.1).

CARRIED

2. APPROVAL OF UPAC MINUTES

2.1. UPAC draft minutes: April 23, 2010

MOTION:

S. Pattridge/J. Carroll

To approve the agenda as presented.

CARRIED

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/>.

MOTION:

J. Carroll/C. Loten

To approve the following course outlines as presented.

CARRIED

~~3.1. Aviation~~

~~Changes including prerequisites, title, and credits: AV 414~~

~~Changes including title: AV 415~~

~~Discontinuation of course: AV 413~~

3.2. Dental Hygiene

Revisions: DHYG 160

3.3. Economics

Review with changes, including title: ECON 307, 410

3.4. English

Review with changes including title: ENGL 227

3.5. History

New course: HIST 213, Mennonite Experience: Origins to 1780s

New course: HIST 393, Mennonite Experience in Russia 1780-1980

3.6. Philosophy

New course: PHIL 352, History of Analytic Philosophy

New cross-listing: PHIL 371, cross-listed with POSC 311

New cross-listing: PHIL 372, cross-listed with POSC 312

Revisions including change to title: PHIL 252

3.7. Political Science

New course: POSC 331, Western Peace Traditions

New course: POSC 333, On Indigenous Land: The Politics of Diaspora and Indigeneity

Review with changes including title, prerequisites, and new cross-listing: POSC 311/PHIL 371

Review with changes including title, prerequisites, and new cross-listing: POSC 312/PHIL 372

3.8. Social, Cultural, and Media Studies

New course: ANTH 267, Religions in Diaspora

New course: SOC 265, Social Inequality

New course: SOC 330, Culture and Cognition

New course: SOC 475, Sociology of Communities

4. OTHER UPAC BUSINESS

4.1. Philosophy

New course: PHIL 251A, Rationalism and Early Modern Philosophy

New course: PHIL 251B, Empiricism and Early Modern Philosophy

Change to program: Philosophy major and minor

There was some concern over the proposal to create courses using A and B lettering, as these are generally used to recognize a course that is offered in two parts over two semesters. The proposed courses are not dependant on one another, and students could potentially receive credit for PHIL 251 (previously offered), PHIL 251A, and PHIL 251B.

H. Telford explained that the department previously offered a sequence of three courses on the history of philosophy (PHIL 250, 251, and 252), but was directed by DQAB to split PHIL 251 into two courses. To preserve the sequential numbering, the department preferred to call the new courses PHIL 251A and 251B rather than use entirely new numbers.

UPAC initially felt that further consultation with A&R on the implications of this numbering might be required. However, in the absence of any formal rules prohibiting such practice, and taking into account that some existing courses do use this numbering, UPAC did not see a strong case for disallowing such numbering here. UPAC also strongly felt that the creation of a course naming policy is necessary, and that all courses should adhere to this policy.

MOTION:

To approve the new courses PHIL 251A and 251B as presented.

J. Carroll/S. Pattridge

CARRIED

MOTION:

J. Carroll/S. Pattridge

Motion to approve the changes to the Philosophy major and minor programs as presented.

CARRIED

4.2. Draft 2010/11 UPAC meeting schedule

The last scheduled UPAC meeting of 2010/11 will take place on May 13.

5. ADJOURNMENT

The meeting was adjourned at 11:25 am.

From: Joanna Hawkins
To: Amanda Grimson
CC: Cheryl Dahl
Date: 5/10/2010 11:00 AM
Subject: Motion from AFCC

Hi Amanda,

The following motion was carried at AFCC on Friday:

MOTION:

C. Dahl/M. Kloster

AFCC recommends to UPAC and Senate that the course designation "ARTS" be created to house courses that cross all disciplines in the Faculty of Arts.

CARRIED

This arose in relation to the Diaspora Studies Certificate which will use ARTS 280 (also voted on at AFCC).

Thanks,
Joanna

Diaspora Studies Certificate

The Faculty of Arts, and the Departments of English and Social, Cultural and Media Studies, propose a type-B certificate in accordance with Graduation Awards Policy 310.04.

Title: **Diaspora Studies Certificate**

Calendar Description

Migration is a central feature of the modern world; in both colonial and post-colonial eras, people have moved voluntarily and been moved involuntarily across national borders, even as such borders have been constructed, and shifted, in response to historical, political and social forces. Migrant peoples construct new social relationships in their destinations even as they reconstruct and maintain connections to their homelands.

The migration, movement, or exile of a people from an established or ancestral homeland, and the subsequent re-creation of home and belonging in the new land, is referred to as a diaspora. The interdisciplinary and comparative field of diaspora studies analyzes experiences of transnational movement and settlement, in terms of how these are historically and politically informed, how they shape forms of cultural production, expression and identity, and how they are lived in everyday life.

This 21 credit certificate, which draws its offerings from across a number of UFV Arts disciplines, is designed for students who are considering diaspora-related graduate work or careers in public service, community development, social policy, immigration and settlement, and diaspora-related arts; students will develop knowledge and skills that will help them develop their careers and pursue further studies in these areas. The certificate will also prepare them to be thoughtful, informed, and engaged citizens of an increasingly complex world.

Program Requirements

Students must complete the core program as well as option A or B to complete six courses worth a minimum of 21 credits across all courses, as follows:

Core Program:

- core course, ANTH/ENGL 367 (4 credits)
- two courses from any two of the disciplines in the list of primary electives (6-8 credits)

Option A - Coursework:

- an additional three courses from either the primary or secondary electives lists (9-12 credits)

Option B – Internship/Service Learning:

- ARTS 280, Special Topics: Arts Internship in a Specific Discipline (3 credits)
- an additional two courses from either the primary or secondary electives lists (6-8 credits)

Course	Title	Credits
Core Course		
ANTH/ENGL 367	Culture and Theory of Diaspora	4
Primary Electives		
ANTH 267	Religions in Diaspora	3
ENGL 245	Introduction to South Asian Literature	3
ENGL 384	South Asian Diaspora Literature	4
HIST 430	Canada and Migration	4
HIST 464	India, the Punjab & Diaspora: Migration & Community Formation in Canada	4

INCS 392	Immigration & Social Integration: The Indo-Canadian Experience	3
INCS 396	Identity, Cultural Politics, and Service Delivery	3
LAS/ ANTH/SOC 472	Latin America: Race, Ethnicity, and Immigration	4
POSC 332	The Politics of Multiculturalism	3
POSC 333	On Indigenous Land: The Politics of Diaspora & Indigeneity	3
SOC/ANTH 470	Race and Racism: Selected Topics	4
Secondary Electives		
ANTH/SOC/MACS 270 *	Dynamics of Racism in Canada	3
ARTS 280	Special Topics: Arts Internship in a Specific Discipline	3
CMNS 180	Introduction to Intercultural Communication	3
ENGL 229 *	Mennonite Literature	
ENGL 341 *	Topics in Contemporary British and Irish Studies	4
ENGL 369 *	Studies in World Literature	4
HIST 265	India and the Indo-Pacific World	3
HIST 328	History of Mennonites in Canada	4
HIST 358	African Slavery in the Americas	4
HIST 393	Mennonite Experience in Russia 1780-1980	4
SOC 475 *	Sociology of Communities	

* May be approved as a certificate elective when the course is diaspora-focused; this varies with instructor.

Note: Directed Studies courses will be considered on a case-by-case basis.

The Chair of the DSC Curriculum Working Group will advise students in these regards on a term-by-term basis.

Rationale

The Diaspora Studies Certificate will demonstrate that students have studied the cultural, social, historical, and political formation of diaspora communities, their experiences of transnational migration and settlement, the ways in which the fields of both everyday life and cultural production are influenced by the movement of peoples, and the ways in which migrant peoples create new senses of home and belonging. This interdisciplinary certificate allows students to develop both theoretical and practical knowledges of diaspora, preparing them for employment or graduate school, as well as for participation and leadership in civil society.

Academic Merit

As a Type B certificate requiring only 21 credits, the DSC will cohere with degree elective requirements and add value to UFV degrees. Moreover, because the DSC is largely comprised of upper level courses, students can fulfill important major and minor requirements within the cognate disciplines of the DSC while simultaneously earning the certificate. The certificate will be particularly valuable to students planning careers or graduate work in public service, community development, social policy, immigration and settlement and diaspora-related arts.

Importance to the University

The Fraser Valley, like much of Canada, is comprised of a number of diaspora communities. Many UFV students ultimately belong to such communities, and so have academic and personal interests in better understanding them; sometimes, these interests intersect with long-term goals of career development and graduate study. Significantly, there is only one diaspora-oriented undergraduate program on the west coast, at UBC, which offers a minor in migration and globalization from a geographic perspective; UFV is therefore well-positioned to capture and capitalize on student interest in this area.

Resources Required

The certificate requires two new courses: ANTH/ENGL 367, its core theory course, and ARTS 280, the Faculty of Arts internship; both outlines accompany this proposal for approval. Three further new courses - ANTH 267, HIST

393 and POSC 333 – are listed as certificate electives, but these courses were developed independently within their disciplines and thus do not add to the resources required by the certificate.

ANTH/ENGL 367, Culture and Theory of Diaspora, although developed in part to serve the certificate, expands the course offerings of both departments in an increasingly significant interdisciplinary theoretical area. It will be housed in and 'owned' by Social, Cultural and Media Studies, but shared between SCMS and English in terms of instruction, offerings, and funding. Instructors in SCMS and ENGL will take turns teaching the course. Initially, this course will be offered annually; however, if enrollments were to become an issue, it would be possible to scale back course frequency: as the certificate duration is 1 to 3 semesters, the course can be run every third semester if necessary.

ARTS 280, Special Topics: Arts Internship in a Specific Discipline, is a cross-disciplinary course providing credit for student internships. This course will serve all Faculty of Arts programs, and as such is to be housed and funded through the office of the Dean of Arts, with administrative and supplemental supervisory resources being provided through the Career Centre. In terms of the resources required, ARTS 280 will be offered on a similar basis to extant 'Directed Studies' courses in that it will be available to students whenever they have internship placements, and, faculty are available to instruct them.

Library collections are presently adequate to the certificate, given that the majority of certificate courses already exist. However, it is acknowledged that the certificate will create some additional demand on the Arts Advice Centre. The Curriculum Working Group will remain constituted to assist, if necessary, in program matters.

Implementation

The certificate can be implemented immediately with no significant costs to the institution or increases in sections offered. Many of the elective courses it comprises are already offered on a regular basis. The comparatively minor costs associated with including ANTH 367 within regular course rotations are to be borne by SCMS and ENGL, and the costs of ARTS 280 are to be borne by the office of the Dean of Arts in conjunction with the Career Centre, while faculty will be reimbursed on a cost-neutral 'Directed Studies' model. As the Curriculum Working Group will remain constituted to oversee the certificate, this should help to minimize resource impacts on the Arts Advice Centre.

Certificate electives will be drawn from across a number of UFV arts disciplines. Core contributing disciplines include Anthropology, English, History, and Political Science; there are extant and forthcoming courses in each of these areas to support the certificate. Additional courses and support will be drawn from Communications, Indo-Canadian Studies, Mennonite Studies, Sociology, and eventually, Geography.

The DSC can be taken within or as part of existing UFV degrees. It is therefore expected that the primary cohort for this certificate will be students already enrolled in cognate disciplines in the BA; thus program prerequisites, entailing only the completion of 45 credits, will be simply satisfied. Students must ensure that they meet the prerequisite requirements for elective courses.

Students are required to complete the core program at UFV; up to six credits can be transferred from other institutions to meet elective requirements. Exchange students can complete the DSC in one semester by transferring up to six credits from their home institutions to meet elective requirements.

Students will be required to achieve an overall minimum average GPA of 2.5 in all certificate courses.

Students taking the certificate on a full time basis of three or more courses per semester will be eligible for financial aid.

Implementation of the certificate is planned for January 2011. Students can apply for and receive certificate accreditation retroactively after this date.

Calendar copy: Diaspora Studies certificate

Diaspora Studies Certificate (DSC)

Migration is a central feature of the modern world; in both colonial and post-colonial eras, people have moved voluntarily and been moved involuntarily across national borders, even as such borders have been constructed, and shifted, in response to historical, political and social forces. Migrant peoples construct new social relationships in their destinations even as they reconstruct and maintain connections to their homelands.

The migration, movement, or exile of a people from an established or ancestral homeland, and the subsequent re-creation of home and belonging in the new land, is referred to as a diaspora. The interdisciplinary and comparative field of diaspora studies analyzes experiences of transnational movement and settlement, in terms of how these are historically and politically informed, how they shape forms of cultural production, expression and identity, and how they are lived in everyday life.

This 21 credit certificate, which draws its offerings from across a number of UFV Arts disciplines, is designed for students who are considering diaspora-related graduate work or careers in public service, community development, social policy, immigration and settlement, and diaspora-related arts; students will develop knowledge and skills that will help them develop their careers and pursue further studies in these areas. The certificate will also prepare them to be thoughtful, informed, and engaged citizens of an increasingly complex world.

Entrance requirements

UFV students who have completed at least 45 university level credits are eligible to take the DSC. This certificate is intended for students who wish to complete it at the same time as they pursue another program. Students must ensure that they meet course pre-requisites.

Visiting exchange students may wish to complete the DSC as part of their study abroad experience and will be accepted upon recommendation by UFV-International and approval of their proposed program of study. All applicants must satisfy the English language requirement; for details on how this requirement may be met, see [English language policy 340.29](#).

Graduation requirements

Students will be required to complete all requirements listed below and achieve an overall minimum GPA of 2.5 in all certificate courses to obtain the DSC. Students can apply for and receive the certificate retroactively.

Program Requirements

Certificate offerings are drawn from across a number of UFV Arts disciplines. The DSC can be taken within or as part of existing UFV Arts degrees. The DSC offers students two options: Option A is composed entirely of academic course work; Option B will provide students with an internship or service learning experience that will enrich and complement their academic studies.

Students must complete the core program as well as option A or B to complete six courses worth a minimum of 21 credits across all courses, as follows:

Core Program:

- core course, ANTH/ENGL 367 (4 credits)
- and, two courses from any two of the disciplines in the list of primary electives (6-8 credits)

Option A - Coursework:

- an additional three courses from either the primary or secondary electives lists (9-12 credits)

Option B – Internship/Service Learning:

- ARTS 280, Special Topics: Arts Internship in a Specific Discipline (3 credits)
- and, an additional two courses from either the primary or secondary electives lists (6-8 credits)

Course	Title	Credits
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HIST 464	India, the Punjab & Diaspora: Migration & Community Formation in Canada	4
INCS 392	Immigration & Social Integration: The Indo-Canadian Experience	3
INCS 396	Identity, Cultural Politics, and Service Delivery	3
LAS/ ANTH/SOC 472	Latin America: Race, Ethnicity, and Immigration	4
POSC 332	The Politics of Multiculturalism	3
POSC 333	On Indigenous Land: The Politics of Diaspora & Indigeneity	3
SOC/ANTH 470	Race and Racism: Selected Topics	4
Secondary Electives		
ANTH/SOC/MACS 270 *	Dynamics of Racism in Canada	3
ARTS 280	Special Topics: Arts Internship in a Specific Discipline	3
CMNS 180	Introduction to Intercultural Communication	3
ENGL 229 *	Mennonite Literature	3
ENGL 341 *	Topics in Contemporary British and Irish Studies	4
ENGL 369 *	Studies in World Literature	4
HIST 265	India and the Indo-Pacific World	3
HIST 328	History of Mennonites in Canada	4
HIST 358	African Slavery in the Americas	4
HIST 393	Mennonite Experience in Russia 1780-1980	4
SOC 475 *	Sociology of Communities	

* May be approved as a certificate elective when the course is diaspora-focused; this varies with instructor.

Note: Directed Studies courses will be considered on a case-by-case basis.

Please contact the Chair of the DSC Curriculum Working Group for advice in these regards on a term-by-term basis.

Course listings

For complete details on courses, including pre-requisite requirements, see the course descriptions section, or the online calendar.

Program duration

Students should expect to dedicate 1 to 3 semesters to completing the DSC.

Residency requirement

The core program must be completed at UFV. Up to six credits can be transferred from other institutions to meet elective requirements. Exchange students can complete the DSC in one semester by transferring up to six credits from their home institutions to meet elective requirements; please contact UFV International regarding this process, at: international@ufv.ca

Fees and additional costs

See the [Fees and Other Costs](#) section.

How to apply

New students should apply to the Arts Studies Program path. Students will be required to meet the admissions requirements for Arts Studies as well as to meet the pre-requisites for certificate courses. Students currently enrolled in other post-secondary programs and who have completed at least 45 university level credits are required to meet only the course pre-requisites.

Subject: AFCC Agenda: Portfolio Essentials Certificate

The Faculty of Arts Communications Department, in consultation with members of the Assessment Services Advisory Group (which includes members from the Adult Education Department, the Assessment Center, and the Career Center), and in accordance with UFV's Program and Course Approval Policy, 110.29, proposes a Type B Certificate: Portfolio Essentials Certificate.

In accordance with Appendix C of the policy, the Portfolio Essentials Certificate has academic merit, is important to the university, and is simple and cost-effective to implement.

Academic Merit:

This certificate builds on the current success of UFV's Portfolio Development Course for staff and faculty offered through Assessment Services, but it will provide students with academic credit and an opportunity for academic laddering.

Portfolios provide evidence of skills and knowledge and are becoming increasingly relevant for hiring and advancement across many disciplines. Effective portfolio development is more than the compiling of documents; it requires the integration of theory, practice, critical reflection, and experiential and formal learning. This transformational process begins early in the post-secondary experience and extends throughout a lifetime.

Students in many disciplines will be interested in this certificate as a way to reflect on their learning and to enable their transition from their post-secondary experience to the work place.

Importance to the University:

Portfolios are relevant for students exiting post-secondary into career paths and are also relevant for UFV faculty and staff wishing to advance in their careers.

This portfolio certificate will also be of interest for PD opportunities for businesses and organizations in the Fraser Valley who wish to enable succession and retention of their staff and managers, and for community individuals and groups who wish to redefine their goals and objectives.

Implementation:

All four courses currently exist. CMNS 200 is being offered this fall for the first time, CMNS 235 is offered every semester, and ADED 330M and ADED 350 are offered on a rotational basis. This allows students flexibility and choice and the ability to incorporate the courses and certificate into their minors or majors.

The Portfolio Essentials Certificate will be administered and housed in the Communications department, but the courses will be run using existing budgets in both CMNS and ADED.

Where feasible, the courses will be scheduled in the evenings, summer, and/or online to appeal to students in other programs and outside of UFV.

It is our goal to implement this certificate in Winter 2011.

Portfolio Essentials certificate

PROGRAM INTRODUCTION

Faculty/department: Faculty of Arts, Communications department

Program title and credential: Portfolio Essentials certificate

Advisory committee: Wendy Watson, Deborah Bartlette, Mandy Klepic, Christine Slavic, Ian Hunt, Diane Luu, Cheryl Isaac, Lynn Kirkland Harvey.

This three-course, nine credit Portfolio Essentials certificate is designed for individuals in programs, workplaces, and community settings. Students will learn the portfolio process and how to adapt their portfolios for specific audiences. The certificate is an integration of theory, practice, critical reflection, and experiential and formal learning.

This certificate is given as a completion credential. Students successfully completing the required courses are eligible for the certificate.

HOW TO APPLY

New students should apply to the Arts Studies program path. Students will be required to meet the admission requirements for Arts Studies as well as meet course prerequisites.

Students currently enrolled in post-secondary programs are required to meet only the course prerequisites.

PROGRAM REQUIREMENTS

Required:

CMNS 200 Introduction to Portfolio Development (3 credits)

Plus two of:

CMNS 235 Oral Presentations (3 credits)

ADED 330M Portfolio Development for the Reflective Practitioner (3 credits)

ADED 350 Storytelling and the Reflective Practitioner (3 credits)

PROGRAM REGULATIONS

(Standard UFV policies apply unless superseded by program-specific regulations)

Residency: Students are required to take all three courses through UFV (100% residency)

Graduation requirements: Students are required to have a completion GPA of at least 2.5 in the three courses to be eligible for the certificate, with a minimum of a C grade in any individual course.

Note: In order to complete this program, students will need to meet the prerequisites for CMNS 125.



MEMORANDUM

TO Undergraduate Program Advisory Committee
FROM: Dr. Scott Shupe, Geography Department
DATE: May 10, 2010
SUBJECT: New Course – GEOG 458

Rationale: GEOG 458 – GIS Project

Designed as the capstone course for the proposed GIS Certificate Program, GEOG 458 GIS Project is designed to consolidate and demonstrate the skills that the student has acquired during the Certificate Program. Given a competitive job market and competition from students graduating from other educational institutions, this course will enhance the credentials of UFV students for professional employment positions.

This course will be offered as a Directed Studies course until student numbers demand otherwise.

NOTE: see <http://www.ufv.ca/calendar/courseoutlines/upac> for official course outline.



MEMORANDUM

TO Undergraduate Program Advisory Committee
FROM: Dr. Scott Shupe, Geography Department
DATE: May 10, 2010
SUBJECT: New Certificate Program –Certificate in GIS

Rationale: Certificate in GIS Program

A Geographic Information System (GIS) is a tool for using geography, or the location of information, to help make better, more informed decisions. Linking location to information is a process that applies to many aspects of decision making in business and in the community. GIS technologies and applications have taken on an increasingly important role in modern society. Many, if not most, colleges and universities in British Columbia and other provinces offer certificate programs in GIS and spatial sciences. For UFV to be competitive, the Department of Geography, in consultation with the Computer Information Systems Department, has put together a Certificate in GIS Program. The Certificate in GIS will tie together UFV's current GIS courses with other relevant courses to provide students with the skills and background demanded in the workforce. The only new course is a capstone GIS Project course, Geog 458, of which an additional memorandum and outline have been attached.

NEW PROGRAM CONCEPT

Certificate in GIS (CG)
Department of Geography
Offered jointly with
Department of Computer Information Systems
University of the Fraser Valley

Context:

A Geographic Information System (GIS) is a tool for using geography, or the location of information, to help make better, more informed decisions. Linking location to information is a process that applies to many aspects of decision making in business and in the community. Choosing a site for a new building, zoning a neighborhood, finding out why crime happens at a particular location, or mapping the risk to water resources are all problems involving questions of geography. GIS is a powerful tool for managing geographic information and incorporating location into decision making in a wide variety of disciplines.

The use of GIS to capture, manage, analyze and display geographic information in many disciplines has increased dramatically over the past decade. The proliferation in GIS throughout government, industry, and academia corresponds to an increase in the number of opportunities for those who are able to use GIS. To meet the need for professionals trained in GIS or for GIS-capable researchers, GIS-themed courses and programs are becoming ubiquitous in educational institutes throughout North America. These programs are housed within a wide variety of disciplines ranging from geography, criminology, and social science to environmental studies, civil engineering and computer science. While the application field can vary, the common denominator is the instruction in the underlying theory and practice of managing and using geographic information in a computing environment.

Given the competitive demands of the workplace, students who are well-versed in GIS will be a more marketable commodity. At UFV this need to produce students with enhanced credentials in GIS has been recognized and is being offered in the form of a GIS Certificate.

Program Concept:

The Department of Geography, in conjunction with the Computer Information Systems (CIS) department at UFV, offers a *certificate* that focuses on the Geographic Information Science and GIS expertise of the Department of Geography strengthened by the technical expertise of the CIS department.

The Certificate in GIS is available as a credential to current students in any department at UFV and as a post-baccalaureate credential to those with existing degrees. The certificate advances the programming goals of UFV by offering an applied interdisciplinary program, relevant to the needs of our students.

The certificate requires a minimum of 31 credits.

Program Matrix:

Required

GEOG 253 Introduction to GIS
GEOG 353 Applications in GIS
GEOG 453 Remote Sensing
GEOG 454 Geospatial Data Analysis & Modeling
GEOG 458 GIS Project

One of

COMP 125 Principles of Computing
COMP 150 Introduction to Programming
COMP 155 Object-Oriented Programming

One of

Math 104 Introductory Statistics
MATH 106 Statistics I
MATH 270 Introduction to Probability and Statistics

One of

GEOG 352 Explanation in Geography: Quantitative methods
SOC /ANTH /MACS 355 Quantitative Research Methods

Market:

Students can apply for the certificate at the second year of study in any program at UFV or at any time if they are at the post-baccalaureate level. Competitively speaking, similar programs are offered at BCIT (an Advanced Diploma in GIS) and SFU (a Certificate in Spatial Information Systems). However, geographically, we can expect to draw on the student base from the Fraser River border between New Westminster and Surrey to Hope.

Employment Opportunities:

Dozens of Internet sites devoted to GIS jobs alone are available demonstrating the range of GIS-related jobs in many fields. Furthermore, discipline-specific job sites (e.g. in environmental applications or in municipal planning departments) often advertise positions in which GIS skills are part of the job qualifications. These positions can range from GIS users in Information Technology who are required to be adept in computer programming and capable of constructing and managing databases, to GIS application users with backgrounds in geography (or other disciplines) who use the concepts and practice of GIS as a problem solving tool within their own discipline.

Long Range Goal:

A long term goal is to create a more rigorous diploma program in GIS as part of a centre for Geographic Information Science (GISc) at UFV.

Certificate in GIS: Calendar Copy

PROGRAM INTRODUCTION

Faculty/department: Faculty of Arts, Geography department; Faculty of Science, CIS department

Program title and credential: Certificate in GIS (CG)

This program combines already existing courses in the Geography, Computer Information Systems and Mathematics departments into a certificate. The program consists of a minimum of 31 credits and can be completed in a minimum of two semesters.

Career opportunities: Knowledge of Geographic Information Systems and the accompanying software skills are in more demand in the job market than ever before. Companies ranging from oil and mining exploration, environmental to local government have positions requiring background in GIS.

ENTRANCE REQUIREMENTS

New students should apply to the Arts or Science Studies program path. Students will be required to meet the admissions requirements for Arts or Science Studies, as well as meet prerequisites for each course within the GIS Certificate Program. Students currently enrolled in UFV post-secondary programs are required to meet only the course prerequisites.

Note: Students should be aware that a minimum of C in Principles of Mathematics 11 or UFV Math 085 is required in order to meet prerequisites for Computing Science and statistics courses required in this program.

PROGRAM REQUIREMENTS

Required Courses:	Credits
GEOG 253 Introduction to GIS	4
GEOG 353 Applications in GIS	4
GEOG 453 Remote Sensing	4
GEOG 454 Geospatial Data Analysis and Modeling	4
GEOG 458 GIS Project	4
One of the following:	
COMP 125 Principles of Computing	3
COMP 150 Introduction to Programming	4
COMP 155 Object-Oriented Programming	4
One of the following:	
MATH 104 Introductory Statistics	4
MATH 106 Statistics I	4
MATH 270 Introduction to Probability and Statistics	4
One of the following:	
GEOG 352 Explanation in Geography: Quantitative methods	4
SOC/ANTH/MACS 355 Quantitative Research Methods	4

PROGRAM REGULATIONS

(Standard UFV policies apply unless superseded by program-specific regulations)

Residency: A minimum of 8 credits for the program must be taken at UFV

Request for Disciplinary Designation – Mennonite Studies

The CWG for Mennonite Studies requests approval of the discipline designation “MENN” (Mennonite Studies). Mennonite Studies programs exist elsewhere in Canada, most notably at the University of Winnipeg, Conrad Grebel College University of Waterloo and several universities and colleges in the United States. Having the courses in the Certificate in Mennonite Studies cross-listed as MENN will facilitate transfer and application for graduate school for students.

Also, two courses will be listed as MENN with no cross-list, as they are multi-disciplinary courses which do not fit neatly into any particular department. These courses are interdisciplinary as well as multi-disciplinary, and create the foundation of a new discipline in the Arts. Future plans call for both a Chair and a minor in Mennonite Studies, and this designation will facilitate these developments.

Curriculum Working Group for Mennonite Studies

Steven Schroeder, Chair (History)
Jacqueline Nolte, Co-Chair (Dean of Arts)
Robin Anderson (Dept Head, History)
Ron Dart (Political Science & Philosophy)
Allan Cameron (Dept Head, Modern Languages)

Memorandum

To: Pre-UPAC, Dean of Arts, Arts Faculty Curriculum Committee, UPAC, and Senate
From: Steven Schroeder/Jacqueline Nolte, Co-Chairs, Mennonite Studies Curriculum Working Group
Subject: MENN 100, Introduction to Mennonite Studies
Date: May 12th, 2010

The Mennonite Studies Curriculum Working Group seeks approval of MENN 100 – An Introduction to Mennonite Studies. This request assumes approval of a concurrent request to approve the disciplinary designation of MENN (Mennonite Studies).

“Introduction to Mennonite Studies” is a multi and interdisciplinary course drawing from several disciplines. This course was first submitted in Feb 2010. This resubmission addresses the questions raised at that time.

Curriculum Working Group for Mennonite Studies

Steven Schroeder, Chair (History)
Jacqueline Nolte, Co-Chair (Dean of Arts)
Robin Anderson (Dept Head, History)
Ron Dart (Political Science & Philosophy)
Allan Cameron (Dept Head, Modern Languages)

Please copy feedback to Cheryl Dahl, Program Development Coordinator, Faculty of Arts

Memorandum

To: Pre-UPAC, Dean of Arts, Arts Faculty Curriculum Committee, UPAC, and Senate
From: Steven Schroeder/Jacqueline Nolte, Co-Chairs, Mennonite Studies Curriculum Working Group
Subject: MENN 300, Mennonite Development and Relief Organizations
Date: May 12th, 2010

The Mennonite Studies Curriculum Working Group seeks approval of MENN 300 – Mennonite Development and Relief Organizations. This request assumes approval of a concurrent request to approve the disciplinary designation of MENN (Mennonite Studies).

“Mennonite Development and Relief Organizations” is a multi and interdisciplinary course drawing from several disciplines. This course was first submitted in Feb 2010. This resubmission addresses the questions raised at that time.

Curriculum Working Group for Mennonite Studies

Steven Schroeder, Chair (History)
Jacqueline Nolte, Co-Chair (Dean of Arts)
Robin Anderson (Dept Head, History)
Ron Dart (Political Science & Philosophy)
Allan Cameron (Dept Head, Modern Languages)

Please copy feedback to Cheryl Dahl, Program Development Coordinator, Faculty of Arts

Memorandum

To: Pre-UPAC, Dean of Arts, Arts Faculty Curriculum Committee, UPAC, and Senate
From: Steven Schroeder/Jacqueline Nolte, Co-Chairs, Mennonite Studies Curriculum Working Group
Subject: Mennonite Studies Certificate and Pre-UPAC program outline.
Date: May 12th, 2010

The Curriculum Working Group for Mennonite Studies requests approval for a Certificate in Mennonite Studies. This request is accompanied by concurrent requests for approval for the disciplinary designation of Mennonite Studies (MENN), and approval of MENN 100 (Introduction to Mennonite Studies) and MENN 300 (Mennonite Development and Relief Organizations). All other courses for the certificate have already been approved by Arts Faculty Curriculum Council.

Curriculum Working Group for Mennonite Studies

Steven Schroeder, Chair (History)
Jacqueline Nolte, Co-Chair (Dean of Arts)
Robin Anderson (Dept Head, History)
Ron Dart (Political Science & Philosophy)
Allan Cameron (Dept Head, Modern Languages)

Please copy feedback to Cheryl Dahl, Program Development Coordinator, Faculty of Arts

Certificate in Mennonite Studies

The Faculty of Arts, and the Curriculum Working Group for Mennonite Studies propose a type-B completion certificate in accordance with Graduation Awards Policy 310.04.

Title: **Completion Certificate in Mennonite Studies**

Calendar Description

The Mennonite community has played a leadership role in the development of the social, economic, intellectual, and religious life of the Fraser Valley for well over a century. With approximately 25 percent of the population in Abbotsford identified as currently affiliated with a Mennonite church or having a Mennonite background, the impact of this group is unquestionable.

Whereas Mennonites are widely recognized for their religious commitments and institutions, their numerous other endeavors and achievements have often been overlooked in the broader community. Throughout the Fraser Valley, Mennonites have founded businesses, educational institutions, credit unions and cooperatives, relief and development organizations, and health care facilities. Mennonites are also represented in the public realm, as university faculty, political officials, and in the arts. The interdisciplinary field of Mennonite Studies, which is widely recognized in North American academic work, analyzes the broad experiences of the Mennonite community in terms of its historical and cultural development over the span of five centuries, and relates that examination to the contemporary expression of Mennonite life, in a wide range of contexts.

This 20 credit certificate, which draws its offerings from across a number of UFV Arts disciplines, is designed for students who are considering -- or who are currently involved in -- careers in teaching, public service, community development, social policy, and church work. Students will develop knowledge and skills that will assist them in developing their careers and pursuing further studies in these areas, as well as in preparing them to be thoughtful, critically-informed, and engaged citizens of an increasingly complex world.

Program Requirements

Students must complete the core program, totalling a minimum of 20 credits from at least 6 courses, as follows:

Core Program:

- core courses, MENN 100 (3 credits) and HIST 213 (3 credits)
- four courses from the list of electives (14-16 credits)

Course	Title	Credits
Core Courses		
MENN 100	An Introduction to Mennonite Studies	3
HIST 213	Mennonite Experience: Origins to 1780s	3
Electives		
ENGL 229	Mennonite Literature	3
HIST 328	Mennonites in Canada	4
HIST 393	Mennonite Experience in Russia, 1780-1980	4
MENN 300	Mennonite Development and Relief Organizations	4
POSC 331	Western Peace Tradition	4
*GERM	German Language (101, 102, 201, 202)	3
*RUSS	Russian Language (101, 102, 251, 252, 311, 321, 351, 352)	3/4
*SPAN	Spanish Language (101, 102, 210, 202, 210, 301, 302)	3/4

***Note:** Only one language course may be counted toward the certificate.

Note: Directed Studies courses will be considered on a case-by-case basis.

Rationale

The presence of a significant Mennonite population in the Fraser Valley provides the rationale for a Certificate in Mennonite Studies at UFV. The Certificate in Mennonite Studies is consistent with the University's Strategic Plan, particularly as it links the UFV community to people who have played a significant role in the development of the Fraser Valley region. A Certificate in Mennonite Studies would provide Mennonites, and others, with study options that highlight the social, cultural, economic, ethical, and political virtues that Mennonites have developed within the Fraser Valley. For instance, the core introductory course traces the Mennonite people from their origins in 16th century Europe to settlement in the Valley, and how their time-honoured traditions have been translated into modern social service and development programs.

This interdisciplinary certificate allows students to develop both theoretical and practical knowledge of the Mennonite community in the Fraser Valley, preparing them for regional employment, as well as in preparing them to participate, in a more informed way, in civil society.

Academic Merit

As a Type B certificate requiring only 20 credits, the Certificate will cohere with degree elective requirements and add value to UFV degrees. Moreover, because the Certificate in Mennonite Studies is comprised of mostly stand-alone courses in respective Departments, students can fulfill important major and minor requirements within these disciplines, while simultaneously earning the Certificate. The Certificate will be particularly valuable to students planning careers in public service, community development, and social policy, or students pursuing further study in Mennonite Studies.

Importance to the University

The University is in a unique position to foster social and cultural ties that may not otherwise happen in a community. The Fraser Valley is a multi-cultural and multi-faith environment, one of the most diverse in the country. This program will improve tolerance and understanding among the different groups which have played a significant role in shaping local culture. People who work with the community in the Valley -- e.g. teachers, social workers, law enforcement personnel -- would all benefit from understanding more about the Mennonite people they encounter, and the culture of Mennonite-affiliated institutions in the Fraser Valley. People of Mennonite faith will better understand, from a secular perspective, the history of their people, and be able to reflect on how this history has shaped their values. Moreover, there is only one Mennonite Studies program in western Canada, located in Winnipeg. Therefore, UFV is well-positioned to capture and capitalize on student interest in this area in the Fraser Valley, and beyond.

Implementation

The certificate can be implemented in January 2011. Funds from the Mennonite Faith and Learning Society have provided the resources for course development, and additional funds are available for cost recovery for each course in the Certificate.

Certificate offerings will be drawn from across a number of UFV arts disciplines. Core contributing disciplines include History, Political Science, Modern Languages, and English; there are extant and forthcoming courses in each of these areas to support the certificate. Additional courses and support may be drawn from other Departments as the Certificate develops and expands in the future.

The Certificate in Mennonite Studies can be taken within or as part of existing UFV degrees. It is therefore expected that the primary cohort for this certificate will be students already enrolled in cognate disciplines in the BA; thus program prerequisites, entailing only the completion of 45 credits, will be simply satisfied. Students must ensure that they meet the prerequisite requirements for elective courses.

Students are required to complete all Certificate courses at UFV.

Students are required to achieve a minimum cumulative GPA of 2.5 in all courses applied to the certificate.

Implementation of the certificate is planned for January 2011. Students can apply for and receive certificate accreditation retroactively after this date.

The requirements for the Certificate will be reviewed regularly by the Mennonite Studies Program Committee after implementation. Contact Steven Schroeder, (History) Co-Chair, Mennonite studies CWG.
Please copy feedback to Cheryl Dahl, Program Development Coordinator, Faculty of Arts.

Curriculum Working Group for Mennonite Studies

Steven Schroeder, Chair (History)

Jacqueline Nolte, Co-Chair (Dean of Arts)

Robin Anderson (Dept Head, History)

Ron Dart (Political Science & Philosophy)

Allan Cameron (Dept Head, Modern Languages)

PROGRAM OUTLINE FOR UPAC SUBMISSIONS

Note: Sections 1 to 3 can be edited for calendar copy, but are not required for UPAC submissions.

1. UFV INTRODUCTION

a. UFV policies and regulations

b. General “How to Apply”

Submit the application fee, along with your UFV application for admission form, to the Admissions and Records (A&R) office. Application forms are available from any A&R or Student Services office. You can also print an application form from our website at www.ufv.ca/ar, or you can apply directly through the internet at www.pas.bc.ca.

c. General “When to Apply”

d. General “Entrance Requirements”

Students must meet the prerequisite requirements for any certificate courses.

e. General “Fees and Costs”

See the [Fees and Other Costs section](#).

2. FACULTY INTRODUCTION

a. Who

The Curriculum Working Group for Mennonite Studies is:
Steven Schroeder, Chair (History)
Jacqueline Nolte, Co-Chair (Dean of Arts)
Robin Anderson (Dept Head, History)
Ron Dart (Political Science & Philosophy)
Allan Cameron (Dept Head, Modern Languages)

b. Contact

Steven Schroeder(History)

c. Other

3. DEPARTMENT INTRODUCTION (Department)

a. Department name

N/A

b. Website address

N/A

c. Contact

N/A

d. Department introduction

N/A

e. All programs offered by the department

N/A

f. Faculty/staff

N/A

g. Advisory committee

N/A

4. PROGRAM INTRODUCTION

a. Faculty and department of program (e.g. Faculty of Arts, History department)

Steven Schroeder, Chair (History)
Jacqueline Nolte, Co-Chair (Dean of Arts)
Robin Anderson (Dept Head, History)
Ron Dart (Political Science & Philosophy)
Allan Cameron (Dept Head, Modern Languages)

b. Program title and credential (REQUIRES UPAC APPROVAL)

Certificate in Mennonite Studies, Type B Completion Certificate

c. Program introduction/calendar description

The Mennonite community has played a leadership role in the development of the social, economic, intellectual, and religious life of the Fraser Valley for well over a century. With approximately 25 percent of the population in Abbotsford identified as currently affiliated with a Mennonite church or having a Mennonite background, the impact of this group is unquestionable.

Whereas Mennonites are widely recognized for their religious commitments and institutions, their numerous other endeavors and achievements have often been overlooked in the broader community. Throughout the Fraser Valley, Mennonites have founded businesses, educational institutions, credit unions and cooperatives, relief and development organizations, and health care facilities. Mennonites are also represented in the public realm, as university faculty, political officials, and in the arts. The interdisciplinary field of Mennonite Studies, which is widely recognized in North American academic work, analyzes the broad experiences of the Mennonite community in terms of its historical and cultural development over

the span of five centuries, and relates that examination to the contemporary expression of Mennonite life, in a wide range of contexts.

This 20 credit certificate, which draws its offerings from across a number of UFV Arts disciplines, is designed for students who are considering -- or who are currently involved in -- careers in teaching, public service, community development, social policy, and church work. Students will develop knowledge and skills that will assist them in developing their careers and pursuing further studies in these areas, as well as in preparing them to be thoughtful, critically-informed, and engaged citizens of an increasingly complex world.

- d. **Program duration and total number of credits (REQUIRES UPAC APPROVAL)**
20 University level credits

Program eligible for Financial Aid (Yes/No) (This information will be provided by Financial Aid.)

Location (If not applicable, add a standard sentence that says UFV is a multi-campus institution or leave blank.)

Career opportunities

The Certificate will be particularly valuable to students planning careers in public service, community development, and social policy, or students pursuing further study in Mennonite Studies.

5. ENTRANCE REQUIREMENTS

- a. **General** (This field is not required for a UPAC submission. The online calendar will link to general UFV entrance requirements. eg, ELP, 19 years or high school.)
- b. **Program (REQUIRES UPAC APPROVAL)**
Students must complete the core program, totaling a minimum of 20 credits from at least 6 courses, as follows:

Core Program:

- core courses, MENN 100 (3 credits) and HIST 213 (3 credits)
- four courses from the list of electives (14-16 credits)

<u>Course</u>	<u>Title</u>	<u>Credits</u>
Core Course		
MENN 100	An Introduction to Mennonite Studies	3
HIST 213	Mennonite Experience: Origins to 1780s	3
Electives		
ENGL 229	Mennonite Literature	3
HIST 328	Mennonites in Canada	4

HIST 393	Mennonite Experience in Russia, 1780-1980	4
MENN 300	Mennonite Development and Relief Organizations	4
POSC 331	Western Peace Tradition	4
*GERM	German Language (101, 102, 201, 202)	3
*RUSS	Russian Language (101, 102, 251, 252, 311, 321, 351, 352)	3/4
*SPAN	Spanish Language (101, 102, 210, 202, 210, 301, 302)	3/4

***Note:** Only one language course may be counted toward the certificate.

Note: Directed Studies courses will be considered on a case-by-case basis.

6. HOW TO APPLY

- a. **General** (This field is not required for a UPAC submission. Standard sentence for the online calendar.)
Submit the application fee, along with your UFV application for admission form, to the Admissions and Records (A&R) office. Application forms are available from any A&R or Student Services office. You can also print an application form from our website at www.ufv.ca/ar, or you can apply directly through the internet at www.pas.bc.ca.
- b. **Program**
New students should apply to the Arts Studies program path. Students will be required to meet the admission requirements for Arts Studies as well as meet the pre-requisites for certificate courses. Students currently enrolled in other post-secondary programs are required to meet only the course pre-requisites.

7. FEES

General (This is not required for a UPAC submission. Standard sentence for the online calendar.)
See the Fees and Other Costs section.

8. ADDITIONAL PROGRAM COSTS

- a. **Program (departmental discretion)** (This field does not require UPAC approval but can be specified by the program. Items could be: textbook costs, uniforms, software. This field is required for calendar copy.)
N/A

9. PROGRAM REQUIREMENTS (REQUIRES UPAC APPROVAL)

- a. **Courses to be completed – course title, credit value, special notes**
See above.

- b. **Course descriptions** (This field is not required for a UPAC submission. Standard sentence for the online calendar.)
For complete details on courses see the course descriptions section.
- c. **Specializations or options of the program (all details)** (If there are no specializations, this field will be left blank.)
N/A

10. PROGRAM REGULATIONS (REQUIRES UPAC APPROVAL) (Standard UFV policies apply unless superseded by program-specific regulations listed below. All regulations that do not adhere to UFV policy must be approved by UPAC.)

- a. **Continuance and probation** (This will be left blank if a program-specific regulation is not applicable.)
N/A
- b. **Number of repeated courses** (This will be left blank if a program-specific regulation is not applicable.)
N/A
- c. **Readmission** (This will be left blank if a program-specific regulation is not applicable.)
N/A
- d. **Residency** (This will be left blank if a program-specific regulation is not applicable.)
All courses must be completed at UFV.
- e. **Graduation requirements** (This will be left blank if a program-specific regulation is not applicable.)
Students are required to achieve a minimum cumulative GPA of 2.5 in all courses applied to the certificate.
- f. **Maximum length of time to complete program** (This will be left blank if a program-specific regulation is not applicable.)
N/A
- g. **Other (eg. nursing manual – link to document or on to department website)** (This will be left blank if a program-specific regulation is not applicable.)
N/A

11. SPECIAL NOTES (This field does not require UPAC approval but is required for calendar copy. This field will be left blank if not applicable.)

- a. **If applicable (departmental discretion)**
N/A

Course review period

Responses from Faculty Councils regarding proposed changes to the course review period (see attached UPAC memo):

Faculty of Professional Studies (via Fiona McQuarrie):

This issue was discussed at the Professional Studies Faculty Council meeting on May 14, and at the meeting this motion was passed unanimously: "Moved that the Professional Studies Faculty Council supports the proposal for a six-year review of courses, with the flexibility to define shorter review times for specific courses".

The rationale for the motion was that a six year standard was generally acceptable, but that for some courses the course material changes quite often - and thus there should be the opportunity for the review period to be shorter if the course designers and/or the department think that is appropriate.

Faculty of Science (via Rochelle Hannon):

There was support at the Science Faculty Council for extending the review period past six years. The following motion was unanimously carried, with the understanding that revisions on courses can still be made before the end of the six year period: "That the Science Faculty Council supports a move to a six year or more course review period."

Faculty of Access and Continuing Studies:

Comment from Maria Bos-Chan:

Extending the review period for 4 to 6 years seems a sensible thing to do given the numbers of courses now offered at UFV and the fact that not all courses are offered every year.

Trades and Technology:

No comments were received.

UPAC MEMORANDUM

UPAC Chair: Sue Brigden
Phone: 4643
UPAC Assistant: Amanda Grimson
Phone: 4571

TO: Faculty Councils
FROM: Undergraduate Program Advisory Committee
DATE: May 6, 2010
RE: Course review period

UPAC has received a request from the Arts Faculty Council to extend the course review period, as indicated on official course outlines, from four to six years. Before making a formal recommendation to Senate, UPAC would like other Faculty Councils to consider this issue and provide feedback to the committee. Any comments can be sent directly to Amanda Grimson, UPAC Assistant, at amanda.grimson@ufv.ca.

Request from Arts Faculty Council

The Arts Faculty Council, in response to the heavy volume of courses needing review, recommends 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, and that courses offered only once every two years would only be offered twice before coming up for review under the current requirements.

Historical background

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."

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 the course outline form was changed to read "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.

Part of this appears to have been lost over time; since fall 2005, the review date has been listed as four years from the actual UPAC meeting (ie. new courses approved this month will be up for review in April 2014).



Memo

To: Sue Brigden, UPAC Chair

Re: Recent UPAC/Senate submission from Trades for Automotive Service Technician

Date: 8 June 2010

Trades recently put through curriculum changes for 3 programs; Automotive, Carpentry & Plumbing. All passed through UPAC and Senate successfully.

For the Automotive Service Technician program specifically, it has been discovered after the fact that the "draft" attachment outlining the changes being requested was submitted in error, instead of the "final" version. The change between the 2 versions is small and we submit this memo now to ask for consideration in correcting our error at this time.

Please find attached the corrected details of the line changes for the Automotive Service Technician Certificate program. What is affected are the new lines labeled "J-N". In the final draft the Automotive instructors amalgamated these lines all into one line labeled "J" and called Driveline Technologies.

The material being covered is the same, the change only affects the title of the section for which the instructors will give marks.

Your assistance and guidance on this matter is greatly appreciated.

Regards,

Deborah Hawkes
Administrative Assistant to the Director
Faculty of Trades & Technology
5579 Tyson Rd., Chilliwack BC V2R 0H9
Telephone: 604-847-5601
Office: TTC 1006

ENTRY LEVEL AUTOMOTIVE SERVICE TECHNICIAN PROGRAM

ELTT Automotive - (OLD)	Will be covered in the new:	ELTT Automotive - (NEW)
A Workplace Safety	A	A Workplace Safety
B Welding	E-7	B Employability Skills
C Wheels, Bearings	D-8,9	C Tools and Equipment
D Frames and Suspensions	H	D General Automotive Maintenance
E Steering and Alignment	G	E General Automotive Practices
F Brake Systems	F	F Brakes
G Routine Maintenance	D-1,4,5,6,7	G Steering Systems
H Gasoline Engines	E-5	H Suspension Systems
I Diesel Engines	J	I Electrical Systems
J Cooling Systems	D-2	J Driveline Technologies
K Exhaust Systems	D-3	
L Lubrication Systems	J	
M Drive Lines	J	
N Axles	J	
O Electrical Systems	I	
P Fuel Systems	E-4	
Q Emission Systems	E-6	
S Clutch and Standard Transmissions	J	
T Transfer Cases	J	
Z ITA Final Exam	Deleted	

UPAC MEETING DATES AND AGENDA DEADLINES 2010/11

UPAC meetings take place in Week 4 of the UFV meeting schedule. All agenda exhibits must be submitted to the UPAC office by **12 noon** on the deadline date.

UPAC approval is required for changes to courses/programs that affect UFV calendar changes. In order to meet calendar copy deadlines, all items that require UPAC approval must be presented **no later than the January 28, 2011** UPAC meeting.

Meeting Dates & Room	Agenda Exhibit Deadline (12:00 pm)
September 3, 2010 Room A225 — 10 am Room B121 – 12 pm	UPAC orientation meeting for committee UPAC orientation for dept. heads and assistants
October 1, 2010 Room A225 — 10 am	September 22, 2010
October 29, 2010 Room A225 — 10 am	October 20, 2010
November 26, 2010 Room A225 — 10 am	November 17, 2010
December 17, 2010 (see Note 1) Room A225 — 10 pm	December 8, 2010
January 28, 2011 Room A225 — 10 am	January 19, 2011
February 25, 2011 Room A225 — 10 am	February 16, 2011
March 25, 2011 Room A225 — 10 am	March 16, 2011
May 13, 2011 (see Note 2) Room TBA — 10 am	May 4, 2011
June 17, 2011 (see Note 3) Room A225 — 10 am	June 8, 2011

Notes:

1. The December meeting is held a week early, rather than on December 24.
2. Week 4 Fridays in April and May fall on April 22 and May 20. However, April 22 is Good Friday, and May 20 is too late to recommend any items to the final Senate meeting (held a week earlier than usual, on May 27). As there are generally fewer items to discuss in April and May, a combined meeting will be held on May 13.
3. UPAC does not usually meet in June. A225 has been booked for June 17 in case a meeting is needed, but this date will not be included on the circulated meeting schedule.