
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: October 22, 2010
RE: NOTICE OF UPAC MEETING

An Undergraduate Program Advisory Committee (UPAC)

meeting is scheduled for:

Friday, October 29, 2010

10 am, Room A225 (Abbotsford campus)

[Agenda package attached]

UNDERGRADUATE PROGRAM ADVISORY COMMITTEE (UPAC) MEETING

Friday, October 29, 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: October 1, 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. Business

Change to prerequisites: BUS 162

##### 3.2. Biology

Course review with changes: BIO 105, 202

##### 3.3. Mathematics

Change to prerequisites: MATH 104, 105, 106, 110, 111, 124, 125, 140, 141

##### 3.4. Music

New course: MUSC 100, Fundamentals of Music

New course: MUSC 202, Music and Society II

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

New cross-listed course: MACS 201/MUSC 201, Music and Society I

##### 3.6. Visual Arts

Course review with changes: VA 117

##### 3.7. Political Science

Change to prerequisites: POSC 230

Changes including title: POSC 350

#### 4. OTHER UPAC BUSINESS

##### 4.1. Economics

Change to program: Economics minor

*V. Dvoracek*

Exhibit #4.1 (p.8)

##### 4.2. Trades

Change to program: Floral Design certificate

*K. Massier*

Exhibit #4.2 (p.10)

##### 4.3. Mennonite Studies

Correction to program: Mennonite Studies certificate

*A. Grimson*

Exhibit #4.3 (p.12)

## **5. INFORMATION**

### **5.1. Visual Arts**

Review with no changes: FILM 310

### **5.2. Fashion Design**

Discontinued: FD 114, 265

## **6. ADJOURNMENT**

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

**Friday, October 1, 2010  
10 am – Room A225  
Abbotsford Campus**

**DRAFT MINUTES**  
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Present: M. Bos-Chan, S. Brigden, J. Carroll, C. Loten, S. Pattridge, E. Spalding

Guests: T. Anzai, A. Bakos, E. Dow, S. Piper, M. Walter

Recorder: A. Grimson

1. APPROVAL OF UPAC AGENDA

MOTION:

E. Spalding/S. Pattridge

To approve the agenda as amended:

- Addition of new item 4.4, Undergraduate Education Committee

CARRIED

2. APPROVAL OF UPAC MINUTES

2.1. UPAC draft minutes: September 3, 2010

MOTION:

E. Spalding/S. Pattridge

To approve the draft minutes as presented.

CARRIED

3. COURSE OUTLINES

The committee briefly discussed the inclusion of attendance and/or participation in the evaluation, as these do not relate to any of the expected learning outcomes. These are generally considered “non-achievement” factors, unless they are specifically included in the learning outcomes.

Textbook and reference material citation style was also discussed. Departments should be encouraged to use a recognized citation format (APA, MLA, etc.), so that complete information is included.

3.1. Economics

New course: ECON 490, Directed Studies in Economics

MOTION:

C. Loten/J. Carroll

To approve the new course ECON 490 as presented.

CARRIED

3.2. English

New course: ENGL 388, Topics in Children’s Literature

MOTION:

To approve the new course ENGL 388 as presented.

J. Carroll/S. Pattridge

CARRIED

Review with changes, including title and prerequisites: ENGL 350, 352

Review with changes, including prerequisites: ENGL 215, 364, 366

MOTION:

To approve the revisions to ENGL 215, 350, 352, 364, and 366 as presented.

J. Carroll/E. Spalding

CARRIED

3.3. Geography

Change to prerequisites: GEOG 340

Change to calendar description: GEOG 312

MOTION:

To approve the revisions to GEOG 312 and 340 as presented.

E. Spalding/S. Pattridge

CARRIED

3.4. Philosophy

New course: PHIL 300, Symbolic Logic in Context

MOTION:

To approve the new course PHIL 300 as presented.

E. Spalding/C. Loten

CARRIED

3.5. Social, Cultural, and Media Studies

New course: MACS 369, Media Law and Ethics

MOTION:

To approve the new course MACS 369 as presented.

J. Carroll/E. Spalding

CARRIED

3.6. Visual Arts

Change to title: VA 140, 141, 142

MOTION:

To approve the title changes to VA 140, 141, and 142 as presented.

J. Carroll/C. Loten

CARRIED

4. OTHER UPAC BUSINESS

4.1. Social Work and Human Services

Review with changes: SOWK 430

MOTION:

To approve the revisions to SOWK 430 as presented.

E. Spalding/S. Pattridge

CARRIED

4.2. Early Modern Studies

New program: Early Modern Studies certificate

MOTION:

E. Spalding/J. Carroll

To approve the new Early Modern Studies certificate (type B certificate) as amended:

- Course titles will be corrected and editorial changes will be made where necessary.

CARRIED

RECOMMENDED TO SENATE

4.3. Global Development Studies

New program: Bachelor of Arts in Global Development Studies

MOTION:

J. Carroll/E. Spalding

To approve the new Bachelor of Arts in Global Development Studies as amended:

- Redundant entrance requirement listing will be deleted.

CARRIED

RECOMMENDED TO SENATE

4.4. Undergraduate Education Committee – discussion

The terms of reference for the new Undergraduate Education Committee (UEC), which will eventually replace UPAC, were distributed along with those for the new Academic Planning and Priorities Committee (APPC). UEC appears to combine some of the existing responsibilities of both UPAC and the Academic Standards Committee (ASC). In particular, UEC's terms of reference include responsibility for a number of policies that currently fall under ASC's mandate. Although UPAC is unable to make changes to the UEC terms of reference at this point, Senate may consider some recommendations.

Approval process

There was some confusion regarding the overlap between UEC and APPC, and concern that APPC appears to be an additional step in the approval process (between UEC and Senate) for some items. The approval process will need to be clarified. The following point from the UEC terms of reference will also need to be clarified regarding what "curricular matters" are being referred to:

- 7. For those curricular matters delegated by Senate for decision by faculty councils, review the reports of the councils, and inform Senate.*

Budgetary concerns

There was concern that UEC will be responsible for considering budgetary implications. UPAC members felt that the quality and consistency of UFV's undergraduate education should be considered separately from any budgetary constraints. There was resistance to the idea of evaluating the merit of educational programs based on their cost.

Changes to the following items in the UEC terms of reference were suggested:

- 9. Review and consult with the Budget Committee, and advise the Academic Planning & Priorities Committee on proposals for new courses, programs, or curricular changes that require Senate approval.*

- Suggested change to: "**Consult** with the Budget Committee **and** Academic Planning & Priorities Committee..."
- It was also suggested that this consultation could be achieved by circulating UEC minutes to these committees, and possibly by including them in what is now the Pre-UPAC consultation.

- 11. Consult the Budget Committee of Senate for advice on the budgetary implications of proposals for curricular changes when additional resources are required for implementation of the proposals.*

- UPAC suggested that this item be removed, for several reasons: UEC may not always be aware when additional resources are required; this item is somewhat redundant with point #9; and there is no direction given as to what UEC should do with the advice it receives.

Other

The following items in the UEC terms of reference will also require clarification:

13. Submit to Senate an annual report of the changes in undergraduate education.

- The expectations of this report will need to be specified. For example, this could entail a summary of all decisions and recommendations made by UEC, a simple listing of new and discontinued programs at UFV, or a comparative report considering undergraduate education at other similar institutions.

14. Advise Senate on the annual academic schedule.

- UPAC members were unclear as to what this would involve.

5. ADJOURNMENT

The meeting was adjourned at 11:50 am.

Changes in the Economics minor

The upper-level economics courses have been reduced to 3 credits from 4 credits. This means that to attain the 15 upper-level credits required for an economics minor, a student now has to take 5 courses instead of 4. The increase to 5 upper-level courses is mitigated by the cross-listing of Bus 301, 349, 433, 434, 435, and 449 as economics courses. While students now need to take 5 upper-level economics courses (as opposed to 4 previously), they will have a wider range of courses available, and the cross-listed courses also count towards their BBA degree if that is their major.

Math 141 is a new math course to replace Math 115.

We have removed the cross-listed courses from the list of business courses eligible to be used as elective courses since they are now also listed as economics courses. We have also removed Bus 450, Bus 451, Bus 452, and 453, since these courses have not been offered recently. The only remaining business course that can be used as an economics elective course is Bus 410.

The names of Econ 410 and Econ 307 have been changed.

Economics Minor

Lower-level requirements

Course Title	Credits
ECON 100 Microeconomics	3
ECON 101 Macroeconomics	3
BUS 162 Business Math	3
or MATH 104 Introductory Statistics	4
or MATH 106 Statistics I	4
or MATH 270 Introduction to Probability and Statistics	4
MATH 111 Calculus I	4
or MATH 115 Differential and Integral Calculus I	4
<u>or MATH 141 Calculus for Business</u>	<u>3</u>

Upper-level requirements

Course Title Credits

Required courses:

ECON 307 Managerial MicroE economics	3 4
ECON 410 MacroE economics and Financial Markets	3 4
ECON 300 or 400 level	4
ECON 300 or 400 level	4
or one course from:-	

Elective courses:

Any 3 additional upper-level courses from the following list:

BUS 410	Government and Enterprise	3
ECON 301	Economic and Business Statistics	4
ECON 341	International Trade	3
ECON 349	Financial Management I	3
ECON 352	Technological Progress and Economic Growth	3
ECON 361	Environmental Economics	3
ECON 365	Transportation Economics	3
ECON 388	Law and Economics	3
ECON 397	Regulatory Economics	3
ECON 398	Development Economics	3
Econ 433	Investments	3
ECON 434	Risk Management and Financial Engineering	3
ECON 435	International Finance	3
ECON 449	Financial Management II	
BUS 433	Investments	3
BUS 434	Risk Management and Financial Engineering	3
BUS 435	International Finance	3
BUS 449	Financial Management II	3
BUS 450	Probabilistic Models in Operations Analysis	3
BUS 451	Computer Simulation Models in Business	3
BUS 452	Computer Applications in Operations	3
BUS 453	Decision Theory in Business	3

MEMO



To: Amanda Grimson
From: Harv McCullough
CC: Karen Massier
Date: 05/10/2010
Re: For UPAC Agenda

After discussions within the Trades & Technology faculty it was recommend that we combine the Silk and Dried Flowers (SILK1) course and the Special Occasion/Decoration (SPEC1) courses into one course. The name of the combined course would be Special Occasion / Silk and Dried flowers (SPEC1). These two courses are 17.25 hours each which is half the time of the other courses in the Floral Design Certificate program. Combining these two course will make the hours of each course in the program consistent and will reduce the work load on the registration office and others. Combining of the courses will also create less confusion for the students.

These changes should be implemented as soon as possible.

Recommended Floral Design Certificate

Course	Laboratory Hours	Total Course Hours
Basics I	16.5	34.5
Basics II	16.5	34.5
Sympathy & Church Flowers	16.5	34.5
Wedding Flowers	16.5	34.5
Christmas Arrangements	16.5	34.5
Special Occasion/Silk & Dried Flowers	16.5	34.5
TOTAL	99	*207

**meets the requirements of a Type B certificate as per UFV policy 310.04*

Harv McCullough

A handwritten signature in blue ink, appearing to be "H. McCullough", followed by the date "Oct 5/10".

MEMO



To: Amanda Grimson
From: Harv McCullough
CC: Karen Massier
Date: 05/10/2010
Re: For UPAC Agenda

After discussions within the Trades & Technology faculty it was recommend that we remove the 50 hour practicum (PRAC1) as each course in the program includes a built-in practical lab experience of 16.5 hours. When students complete the entire Floral Design Certificate program they will have participated in a total of 99 hours of practical lab experience. These changes should be implemented as soon as possible.

Present Floral Design Certificate

Course	Laboratory Hours	Total Course Hours
Basics I	16.5	34.5
Basics II	16.5	34.5
Sympathy & Church Flowers	16.5	34.5
Wedding Flowers	16.5	34.5
Christmas Arrangements	16.5	34.5
Silk & Dried Flowers	8.5	17.25
Special Occasion/Decoration	8.5	17.25
Practicum		50
TOTAL	99	257

Recommended Floral Design Certificate

Course	Laboratory Hours	Total Course Hours
Basics I	16.5	34.5
Basics II	16.5	34.5
Sympathy & Church Flowers	16.5	34.5
Wedding Flowers	16.5	34.5
Christmas Arrangements	16.5	34.5
Special Occasion/Silk & Dried Flowers	16.5	34.5
TOTAL	99	*207

**meets the requirements of a Type B certificate as per UFV policy 310.04*

Harv McCullough

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UPAC MEMORANDUM

UPAC Chair: Sue Brigden
Phone: 4643

UPAC Assistant: Amanda Grimson
Phone: 4571

TO: UPAC

FROM: Amanda Grimson, UPAC Assistant

DATE: October 22, 2010

RE: Mennonite Studies certificate

The History department has recently realized that the Mennonite Studies certificate proposal, approved by UPAC on September 3, 2010, incorrectly listed the credits for POSC 331. This course was listed as a four credit course, although it is only a three credit course. As this correction alters the minimum total number of credits required for the certificate, UPAC is being advised. The program requirements, with corrections, are included below.

Program Requirements

Students must complete the core program, totaling a minimum of ~~20~~ 19 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~~ 13-16 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	History of 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 <u>3</u>
*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.