

**Program Advisory Committee Meeting Minutes**  
**Wednesday, June 26, 1996**  
**9:30 am - Room A225, Abbotsford campus**

**PRESENT:** Wayne Welsh, Varlene MacLeod, Sylvia Currie, Bill Cooke, Don Tunstall

**REGRETS:** Susan Witter, Rob Woodside, Linda Brown, Dick Bate

**GUESTS:** Kevin Busswood, Cheryl Isaac-Clark, Ellen Edwards, Harv McCullough, Elaigh Guidera, Catherine McDonald, Bob Bolton

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**1. AGENDA**

Addition: 4 g) Education & Career Planning - Bob Bolton

**2. MINUTES OF MAY 29, 1996**

Reference to Professional Driver certificate under minutes of April 24, 1996 should be Commercial Baker certificate.

Motion to approve minutes of May 29, 1996 with noted ammendment.

Moved by Wayne Welsh, seconded by Varlene McLeod

Carried

**3. OLD BUSINESS**

a) MACS 334/Soc 334

The main concern of the committee was that the course is double listed. Bill Cooke questioned the requirement of 45 credits included under course prerequisites. This requirement was deleted along with the notation of permission of the instructor.

Motion to approve MACS 334, Cultural Policy with noted ammendments to course information form.

Moved by Varlene McLeod, seconded by Sylvia Currie

Carried

**4. NEW BUSINESS**

a) Soc 490 - new course - Kevin Busswood

Kevin introduced the new directed reading in Soc/Anth course, and reviewed an example, Aboriginal self-government for Canada's first nations. Students cannot repeat Soc/Anth 490 for credit. Discussion continued on assignment of credit.

Motion to approve Soc/Anth 490, Directed Readings in Soc/Anth.

Moved by Wayne Welsh, seconded by Varlene McLeod

Carried

b) Employment Counselling Training certificate program - Cheryl Isaac-Clark

Cheryl introduced Ellen Edwards to the group. Ellen is the Executive Director of Netwercc, an association of employment counsellors. She worked with Cheryl to co-ordinate a partnership with Douglas College to offer this program at UCFV. The program is the first step to standardizing and accrediting this emerging field of expertise (employment counselling). This program has been offered at Douglas College since 1993. An advisory committee consisting of UCFV representatives and a number of representatives from community groups/agencies/ services was brought together to make recommendations on a program model. The program is designed for individuals already working in the employment counselling field, e.g., educators, community service agencies, training consultants, program supervisors, youth workers, Human Resource Development, Ministry of Education, Skills & Training (Community Skills Centres). Implementation is planned for January 1997. Explaining that the process of how to apply to a program should be separate from entrance/admission requirements, Sylvia offered to meet with Cheryl to rewrite the two separate processes. Discussion continued on the CPT grade requirement. The committee reviewed individual course information forms. Course prerequisites were amended to reflect the sequential flow of courses (ECT 01 is a prerequisite for ECT 02, ECT 02 is a prerequisite for ECT 03, etc.). Reference to a 'presentation' was added to the list under student evaluation procedure for ECT 04 and 05.

Motion to approve the Employment Counselling Training certificate program and individual courses that make up the program; ECT 01, Employment Counselling Models and Strategies; ECT 02, Career Decision Making; ECT 03, Managing Transition; ECT 04, Group Employment Counselling; ECT 05, Making Career Sense of Labour Market Information; and, ECT 06, Placement and Monitoring. 'Presentation' was added to the list under student evaluation procedure for ECT 04 and 05.

Moved by Varlene MacLeod, seconded by Wayne Welsh

Carried

Sylvia will meet with Cheryl to re rewrite How to Apply and Entrance Requirements for the program. Cheryl was asked to resubmit these two components to PAC in September or October 1996.

c) Life Skills Coach program - Cheryl Isaac-Clark

Cheryl gave the group an overview of the adjustments being proposed to the Life Skills Coach certificate program. One course, Coaching, has been eliminated and the hours for the remaining courses that make up this program have been increased from 30 to 36 hours. The practicum remains set at 100 hours.

Motion to approve modifications to course hours and elimination of one course from the Life Skills Coach certificate program.

Moved by Bill Cooke, seconded by Varlene MacLeod

Carried

d) Commercial Baker certificate program - Harv McCullough

When Rae McCombs submitted the proposal for the Commercial Baker certificate program to PAC in May '96 he informed the committee that he would be exploring apprenticeship for this program. Harv McCullough is UCFV's link with the Apprenticeship Branch so he has made the contact and has been successful in securing apprenticeship for this program. This program will be recognized as an entry level trades training (ELTT) program, and the Apprenticeship Branch will grant first year technical training credit to graduates of the program. Harv is requesting approval to issue an entry level trades training certificate in Baking for graduates applying for apprenticeship credit.

Motion to approve issuing an Entry Level Trades Training (ELTT) certificate in Baking for successful graduates of the Continuing Education Commercial Baking certificate program.

Moved by Wayne Welsh, seconded by Varlene MacLeod

Carried

e) CIS - changes to program for 1997/98 and approval of 4 new courses - Elaigh Guidera

Elaigh reviewed with the committee the list of numerous changes to the CIS program proposed for 1997/98. He then reviewed what the CIS program will look like after the changes have been incorporated. Discussion continued around placement test. The placement test should be proto-typed and submitted to Admissions & Standards for approval. Bill spoke to the need for results and evaluation documentation that should be collected and provided for placement tests.

CIS 110 will have a prerequisite of CIS 100, "C" or better or pass in a placement test. The placement test will be devised throughout the fall and take effect January 1997. CIS 140 replaced by CIS 180 "Visual Programming" and the prerequisite of Comp 150. CIS 220 disappears - is not replaced. CIS 190 prerequisite changed to CIS 100, "C" or placement test. CIS 240 renumbered to CIS 280 and the prerequisite of CIS 180 and Comp 155. CIS 260 renumbered to CIS 195 with prerequisite of CIS 190. Comp 315 - prerequisite of Math 113 added. CIS 360 replaced by CIS 285 "End User Training and Support" and a prerequisite to CIS 195 and CIS 280. CIS 390 prerequisite changed to CIS 295. CIS 460 replaced by CIS 485 "Ethics and Other Management Issues in CIS" with CIS 285 as a prerequisite. Comp 350 replaced by Comp 351 "Advanced Website Programming" with Comp 250 as a prerequisite. Comp 355 is a new course "Web Server Installation and Maintenance" with prerequisites CIS 295 and Comp 340. CIS 430 name changed to "Advanced Data Topics." Comp 450 replaced by Comp 455 "Advanced Topics" and retains prerequisite Comp 351.

Motion to approve changes to the Computer Information Systems (CIS) program as presented.

Moved by Wayne Welsh, seconded by Varlene MacLeod

Carried

Each new course was reviewed individually. COMP 350 should be COMP 351. COMP 350 referred to under synonymous courses for COMP 351, was eliminated. COMP 250 was eliminated as a prerequisite for COMP 355 and replaced with CIS 295 and COMP 340. CIS 360 was eliminated under synonymous courses for CIS 485.

Motion to approve new courses with noted ammendments above; COMP 351, Website Programming; COMP 355, Web Server Installation and Maintenance; CIS 485, Ethic & Other Management Issues in IS; CIS 285, End User Training & Support.

Moved by Wayne Welsh, seconded by Varlene MacLeod

Carried

f) Travel Agent certificate program - Catherine McDonald

Catherine reviewed the rationale for increasing the hours for the Travel Agent certificate program. The two main reasons for the increase are the requirement of the program to be timetabled into regular blocks at the new Heritage Park Centre (Mission), and concerns from the students last year that the computer component did not provide adequate time for students to complete.

Motion to approve increase in hours for the Travel Agent certificate program from 432 to 577.5.

Moved by Wayne Welsh, seconded by Varlene MacLeod

Carried

g) Education and Career Planning 064 - new course - Bob Bolton

Don spoke to the increase in career education courses being developed in different areas of the university college. No department has ownership of this particular curriculum. The committee discussed development of a matrix of these education and career planning courses to provide at the very least a list of all of the education and career planning courses being offered, the departments who are offering them, and who should take which course. A number of changes were suggested by the committee, including eliminating reference to Module A & B under student evaluation procedure, the possibility of splitting this course into 2 courses, Personal Survival Skills, and Employment Preparation Skills.

Motion to approve in principle CEP 064, Education & Career Planning.

Moved by Bill Cooke, seconded by Sylvia Currie

Carried

Bob was asked to consult with his department about suggested changes and resubmit this course to the September or October meeting of PAC.

Meeting adjourned at 11:35 am. Next meeting of PAC is scheduled for September 25, 1995.