

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**September 25, 1996
9:30 a.m. - Room B243b
Abbotsford Campus**

PRESENT: Don Tunstall (Outgoing Chair), Dick Bate, Bill Cooke, Tim Cooper, Sylvia Currie, Vickie Grieve, Judy Hurley, Varlene MacLeod, Sylvie Murray, Lori Nelson, Hugh Shewell

REGRETS: Judy Inouye, Cori Kliesinger

GUESTS: Rick Barker, Normand Fortier, Barbara Harms, Art Last, Marion Llewellyn, Catherine McDonald

Don Tunstall, as outgoing Chair and on behalf of PAC, extended a vote of thanks to Catherine Sorensen for all her years of service as secretary to PAC during a period of rapid growth.

1. AGENDA APPROVAL

Motion:

Tim Cooper / Judy Hurley

That the 09-25-1996 PAC Agenda be approved.

CARRIED

2. APPROVAL OF MINUTES

Corrections: 4.(b) Employment Counselling Training Certificate Program was passed by PAC and recommended to go to UCC for approval.

RECOMMENDED TO UCC

4.(e) Should be elaborated and recorded as: Motion to approve new courses with amendments: 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 - add 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:**Dick Bate / Varlene MacLeod**

That the PAC 06 26 1996 Minutes be approved as amended.

CARRIED**3. NEW / CONTINUING BUSINESS****(a) Election of Chair**

Nominations were called for PAC Chair.

Nominated: Hugh Shewell (declined)
 Varlene MacLeod (declined)
 Bill Cooke (declined)
 Dick Bate

Dick Bate agreed to accept the PAC Chair position subject to review at Christmas or in mid-term.

APPROVED**Agenda: 01 29 1997**

Don Tunstall reviewed the PAC Terms of Reference to clarify for the new members what issues are dealt with at PAC meetings and what issues are forwarded to UCC.

Dick Bate, on behalf of the PAC, expressed a vote of thanks to Don for his work and dedication on PAC over the past three years.

As Dick Bate had another engagement, Don Tunstall continued as Chair for this meeting.

(b) Community Pharmacy Technician Practicum (from 200 hrs to 80 hrs)

Barbara Harms explained that this summer marked the first completion of the Community Pharmacy Technician Program. At the time the program was developed the Program Advisory Committee did not know how long the expectations within the practicum component would take so the arbitrary number of 200 hours was struck. It turned out that the 200 hours turned into 34 days of six-hour shifts making it difficult to get 18 students practicum sites. The instructor consulted with the pharmacy people and looked at the objectives and what they were to achieve in the practicum and it was found they could accomplish the objectives in 80 hours. This would give students more access to more practicum sites in the area. Barbara noted the total hours for the program is 284 hours. She also noted that some pharmacies gave notice that they would not participate if the practicum continued to be 200 hours.

Motion:

Hugh Shewell / Judy Hurley

That the Community Pharmacy Technician Practicum be reduced from 200 hours to 80 hours.

CARRIED

Catherine MacDonald noted that a manual has been produced for procedures and development of certificate programs in Continuing Education. This manual can be picked up at the UCC office or the Continuing Education Office.

**CE Program Development Manual
Available: CE Office / UCC Office**

(c) **Nomenclature of Graphic Design Courses**

Marion Llewellyn reviewed the history of the proposal in which a three-year Graphic Design diploma program was approved by UCC and the Board and sent to the Ministry for approval. The Ministry approved the content but mandated that certain nomenclature be modified. The Ministry would like UCFV to follow the models of Kwantlen and Capalino where the first year is called the Foundation year and the original second and third year is called 1st and 2nd year of a two-year diploma. Marion emphasized that the integrity of the curriculum is maintained in this change. The proposal remains exactly the same in terms of numbers, titles and chronology with the exception of a title and number change for GD 256 - History of Print replaced by MACS 210 - History of Communication. Content would not change but would be expanded.

Motion:

Varlene MacLeod / Judy Hurley

That the nomenclature of Graphic Design be modified to indicated first-year to be called a Foundation year and the original second and third year be called

the first and second year of a two-year diploma and that GD 256 - "History of Print" be replaced by MACS 210 - "History of Communications."

CARRIED

Action: Marion Llewellyn

(d) Bookkeeping for Small Business Certificate Program

Catherine MacDonald noted that there was a steady demand for courses being offered in bookkeeping and bookkeeping software. This demand is driven by small businesses that must have good bookkeeping services and by the financial restraints of some businesses that must perform most of their own bookkeeping tasks. This certificate program focuses on the immediate problems and issues faced by small business owners. Computers and software is always changing but the most up-to-date software will be used in this program.

Catherine noted that the courses have all been offered over a number of years but have now been repackaged into a program that is flexible and the courses could be taken over a period of five years. The student can apply to UCFV for a certificate. Letter grades could be given but "credit" or "no credit" will likely be the terms used. The total number of hours for the program is 168. Business Administration was shown a general outline of the intended program one year previous and supported its general development at that time but would not be granting credit for courses at this time. Talks were also held with Office Careers. Because of the increased hours and the testing and evaluation of the courses, this makes the program more acceptable but the receiving department would make the decision as to whether credit should be given for the courses or the program. Because the program targets small businesses the name of the program was changed to "Bookkeeping for Small Businesses."

Catherine McDonald will be the director of the program.

Motion:

Varlene MacLeod / Lori Nelson

That the Bookkeeping for Small Business Certificate Program be approved and recommended to UCC.

CARRIED

RECOMMENDED TO UCC

(e) Proposed Changes to Minors Within B.Sc.

Tim Cooper and Art Last reviewed the cumbersome problem within the Double Minor B.Sc. degree. Students have difficulty in satisfying all the requirements within four years. When they eventually graduate they have significantly more than the 120 credits required. The proposal is to squeeze down the minors so as to facilitate a student taking a science minor along with a biology major. Since this is a SFU degree, discussions are being held with SFU to approve this change. Once SFU has approved the changes it will have to come back to PAC. PAC would also like to see the Chemistry course outlines when they have been developed. PAC suggested that the words

“double minor” be dropped from the General B.Sc. Requirements and # 3 of the proposal be rewritten.

Action: Tim Cooper

Motion:

Bill Cooke / Varlene MacLeod

To accept the proposed changes to Minors within the B.Sc. degree but that it be brought back to PAC following the SFU approval of the changes.

CARRIED
(Agenda: Winter 1997)

(f) **New Program: Engineering Transfer Program**

Tim Cooper and Normand Fortier reviewed the proposed Engineering Transfer Program (ETP) with UBC. The program is currently running as an unstructured set of courses on the Chilliwack campus and this program proposal would formalize the process. It would also bring UCFV into line with other colleges and university colleges who offer such a program. UCFV could advertise it as a program. Other departments could be better advised of expected enrollment numbers. Seats could be reserved thus attracting students. Counselling sessions could be arranged for students interested in engineering or related career choices. This program also clears registration hurdles for the students. Benefits to being in the program are: students get access to reserved seats in all the courses; students get the automatic implied “Dean’s Consent” to register in more than six courses at a time; during orientation students get help with timetabling, workload evaluation and advice on how this program will help to gain access into universities other than UBC.

The department hopes to take this to a two-year program in the future.

Motion:

Sylvia Currie / Lori Nelson

That the Engineering Transfer Program be approved and recommended to UCC.

CARRIED
RECOMMENDED TO UCC

(g) **Changes in Pre- Co-requisite Phrase in Science**

Tim Cooper noted that in response to UCFV’s re-definition of the word co-requisite the Science Curriculum Committee requested that wherever in the past any science course has specified another course as a “co-requisite” that it

be replaced with the phrase “pre-requisite (may be taken as a co-requisite).”

Tim Cooper agreed to bring all the course outlines up-to-date regarding the above co- pre-requisites.

Action: Tim Cooper

Motion:

Bill Cooke / Varlene MacLeod

That the request for changes in pre- co-requisite phrase in Science courses be approved.

CARRIED

(h) **Format of PAC Submissions**

Sylvia Currie reviewed the Calendar Review Committee’s request for recommendations to assist with the process of calendar production. These recommendations are: (1) that the Calendar Committee design forms for PAC and UCC submissions which can be used as a calendar ready submission to Community Relations; (2) that calendar revisions be made on an ongoing basis; (3) that Program and Department Heads receive calendar proofs that have already been updated according to committee decisions. In order to comply with item # 1, Sylvia proposed that clear and separate guidelines be established for the following types of submissions: Request to Review a New Program, Request to Review Changes to a Program, Request to Review New Courses, Request to Review Changes to a Course. Sylvia also noted that items # 2 and #3 require a process whereby the Community Relations Office can be assured that the materials they receive reflect the decisions of the appropriate curriculum committee. This will involve reviewing the current practice of allowing items that have not received final approval to be printed.

It was suggested that a subcommittee be set up to deal with the above recommendations.

It was agreed that a working group consisting of: Varlene MacLeod, Sylvia Currie, Ellenor Greaves and Bill Cooke meet to draw up an official way of recording and tracking transactions and decisions passed by the committees.

**Action: PAC Submissions Working Group
(Varlene, Sylvia, Ellenor, Bill)**

4. ADJOURNMENT

Sylvia Currie / Lori Nelson

NEXT PAC MEETING:



Wednesday, October 23, 1996
9:30 a.m.
Room A225 (Board Room)
Abbotsford Campus