

**PROGRAM ADVISORY COMMITTEE (PAC)
MINUTES**

**January 29, 1997
9:30 a.m. - Room 225
Abbotsford Campus**

PRESENT: Dick Bate (Chair), Bill Cooke, Tim Cooper, Vicki Grieve, Varlene MacLeod, Sylvie Murray, Hugh Shewell

REGRETS: Judy Hurley, Judy Inouye, Cori Kleisinger, Lori Nelson

GUESTS: Wendy Burton, Jane Dean, Graham Dowden, Janet Falk, Ian Fenwick, Duncan Jeffries, Art Last, Ian Okabe, Tim Segger.

1. AGENDA APPROVAL

Add: 4 (r) Calendar Changes to the Associate of Arts Degree: Theater.

Motion:

Sylvie Murray / Bill Cooke

To approve the 1997-01-19 PAC agenda

CARRIED

2. MINUTES APPROVAL

Correction: Page 7- Remove the last sentence of paragraph 4.

Motion:

Varlene MacLeod / Hugh Shewell

To approve the 1996-11-17 PAC minutes.

CARRIED

3. REPORTS

No reports.

4. NEW AND CONTINUING BUSINESS

(a) **Conflict: February PAC Meeting and UCFV PD Day**

Following a discussion it was agreed a special meeting could be arranged for any important issues raised. Otherwise, the PAC meeting in February will be canceled because of the UCFV-wide PD day.

(b) **PAC Submission Procedures**

A discussion was held on the need to get information to the departments on a clear, logical pathway of presenting submissions to PAC. It was felt that information should be in the Faculty Handbooks and PDP Kits available throughout the institution. It was also felt that the Department Consultation Form should be reviewed and made more specific, e.g., what other points on the form might involve

changes to other programs or department areas? This would be subject to scrutiny at PAC. This would put the onus on the presenter to make sure everyone had been consulted. It was also suggested that the presenter submit pre-motions to the meeting, etc.

It was agreed that Dick, Varlene and Ellenor meet to draw up a draft of improvements to the submission procedures and bring them to a future PAC meeting for discussion and approval.

**Action: Dick, Varlene, Ellenor
(PAC Submission Procedures)**

Bill Cooke raised the issue of the raising of contact hours for a course. It was agreed that as established under the PAC Terms of Reference any change to a program should come to PAC. Increasing hours often affects FTEs so would have to be passed by PAC. Sometimes a department will increase hours to a course by adding a tutorial/lab to establish the validity of the increased hours, but this would be done at no increase in monies to the department.

It was agreed that the submission procedures committee do some consultation around the issue of the raising of contact hours to a course and changing the credit value.

Action: Dick, Varlene, Ellenor

- (c) Business Administration Calendar Copy Changes and Review of Bus 460 Course Outline
Janet Falk reviewed the change to the Accounting Certificate program.

- (1) In the 1997/98 calendar change entrance requirement to include:
Bus 160 recommended 1997/98, required 1998/99.
- (2) In the definition of the Accounting Certificate that the length of the program be revised to read **three semesters**

Motion:

Sylvie Murray / Varlene MacLeod

To approve the proposed changes to the Accounting Certificate program.

CARRIED

Changes in course requirements of BBA (Aviation) were done to bring them in line with the requirements for the BBA.

Motion:

Bill Cooke / Hugh Shewell

To approve the change in course requirements for BBA (Aviation) to read **Math 104 or Math 106.**

CARRIED

To add consistency with CIS program the following addition to the entrance requirements for Business Administration programs is required:

All students entering Business Administration programs are expected to be computer literate. This means knowing how to run programs from a Windows environment and having basic Internet, word processing, and spreadsheet skills. Students must therefore, obtain a passing grade on the Computer Skills Placement Test (CSPT) prior to enrollment in Bus 160, or register in CIS 100 in their first term (see pre-requisites section for each course description).

Motion:**Vickie Grieve / Varlene MacLeod**

To approve the addition to entrance requirements for Business Administration programs:

CARRIED

Course description change for Bus 400, change in name for Bus 221 to reflect current usage and a deletion in course description of Bus 201 of reference to labour relations were discussed.

- (1) Bus 400 - Business and Society
Prerequisite: Acceptance into 3rd year of a Business Degree program.
Description:
This course examines the moral and ethical issues facing contemporary business. Perspectives on ethics and justice are explored and used to assess moral and ethical obligations of stakeholders such as employees, the public, government, owners and managers, in a wide range of situations faced by organizations. Such situations may include, among others, corporate social responsibility, employee and shareholder rights, environmental obligations, and fair business practices.
- (2) Bus 221 - Change name from Personal Selling to **Professional Selling**.
- (3) Bus 201 - Human Resource Management change course description to delete **and labour relations**.

Motion:**Hugh Shewell / Varlene MacLeod**

To approve the calendar changes to Bus 400, Bus 221 and Bus 201.

CARRIED**Bus 460 - Aviation Management - (New Course)****Credits: 3**

Calendar Description: An examination of current operational, management, and marketing issues faced by the airline industry. Topics will include issues related to Airline planning, forecasting, scheduling, fleet planning, and financing. The course will also examine the application of marketing concepts to the airline industry focusing on product planning, pricing, distribution and promotion.

Prerequisites: Bus 102, Bus 360, Econ 201 or Instructor permission.

The course description to be very specific to the airline industry. The prerequisites

changed to be easier for registration to track and also to be open to other students.
Course will be offered in the fall of 1997.

Motion:

Bill Cooke / Vickie Grieve

To approve Bus 460 - Aviation Management (new course).

CARRIED

- (c) Changes to CMNS 099, CMNS 169, CMNS 275, CMNS 365, CMNS 255, CMNS 212
Wendy Burton reviewed each of the changes requested and added CMNS 212 to the list.

The reasons for the restoring of CMNS 099 as prerequisites were reviewed and discussed.
CMNS 099, previously as CMNS 100, was a prerequisite for CMNS 125, 135, 155
and 165 and this change was restoring something that was already in place.

Motion:

Vickie Grieve / Tim Cooper

To approve calendar change to restore **CMNS 099 with a C+ or better** as a
prerequisite to CMNS 125, 135, 155, 165.

CARRIED

Wendy Burton was asked to make sure the CPT Handout reflected the CMNS 099
change.

Action: Wendy Burton

CMNS 169 had been brought forward to PAC in a package presented by the Graphic
Design department on January 1996. The course has been revised to reflect the
specific needs of Graphic Design.

CMNS 169 - Creative Communications for Graphic Arts Credits: 3

Calendar Description: This course will introduce students to the concepts of
literature as they pertain to graphic design and related fields. Students will be
introduced to literary concepts (metaphor, simile, allusion, etc). Focusing on short
fiction and non-fiction, students will develop strategies to combine elements of
narrative with concepts in graphic communication.

Prerequisites: GD 116, AH 102, FA 121, GD 125, GD 127

Corequisites: GD 200, GD 201, GD 203, GD 204, GD 205

Motion:

Hugh Shewell / Sylvie Murray

To approve CMNS 169 - Creative Communications for Graphic Design (new course).

CARRIED

CMNS 275 - Document Design and Desktop Publishing (new course) reflects the
direction the department is moving in adopting design and technical writing and
making full use of the new communications lab opening soon. It was noted that

course prerequisites should read: **one of CMNS 125, CMNS 135, CMNS 145, CMNS 155, CMNS 165 or Eng 105.**

CMNS 275 - Document Design and Desktop Publishing

Credits: 3

Calendar Description: The focus is on elements of document design, Typography, and desktop publishing. Students will learn to apply their knowledge in the design and creation of documents such as flyers, proposals, newsletters, annual reports.

Prerequisites: One of CMNS 125, CMNS 135, CMNS 145, CMNS, 155, CMNS 165 or ENG 105

Motion:

Varlene MacLeod / Bill Cooke

To approve CMNS 275 - Document Design and Desktop Publishing (new course) with prerequisite change.

CARRIED

CMNS 365 - Communications for Sciences (new course). Wendy explained that this course had been discussed with the Science department for some time and would have applications of written and oral communications for the Sciences.

CMNS 365 - Communications for Sciences

Credits: 3

Calendar Description: An introduction to advanced principles and practical applications of written and oral communications for the Sciences. Emphasis is on professional technical communications, including common forms such as memos, letters, summaries, manuals, proposals and reports, for a wide range of audiences and for various public media, including popular newspapers and magazines, and scientific journals. Topics covered include: the ethics of scientific communication, using computers in research and in the writing process, defining audiences, designing documents, using visual aids, and making effective oral presentations.

Prerequisites: CMNS 125 or CMNS 145 or English 105 or equivalent with a grade of C or better.

Corequisites: None.

Motion:

Tim Cooper / Vickie Grieve

To approve CMNS 365 - Communications for Sciences (new course)

CARRIED

Wendy asked that PAC approve the name change of CMNS 255 from Communications II (Advanced) to **Communications for Human Services II (Advanced)** to signal that the course is designed for those students in human services programs.

Motion:

Hugh Shewell / Bill Cooke

To approve the name change of CMNS 255 from Communications II (Advanced) to **Communications for Human Services II (Advanced).**

CARRIED

CMNS/MACS 212 - Applied Communications. A memo from Cheryl Dahl, department head of MACS to PAC indicated that the issue of MACS 212 had been solved as follows:
that the double listing of 212 under both MACS and CMNS should be renewed. It should be listed as **MACS/CMNS 212 under both disciplines in the calendar, and under MACS/CMNS or CMNS/MACS in the appropriate sections of the timetable.**

Motion:**Bill Cooke / Varlene MacLeod**

To approve the co-listed MACS/CMNS 212 change.

CARRIED

It was noted that an item should be in the calendar explaining that credit will not be granted for both MACS 212 and CMNS 212.

CMNS 145 - Title Change from Technical Writing and Speaking to **Technical Communications: Writing and Speaking.**

Motion:**Hugh Shewell / Varlene MacLeod**

To approve the title change of CMNS 145 from Technical Writing and Speaking to **Technical Communications: Writing and Speaking.**

CARRIED

- (e) Changes to Milker Training Program, Ag. Tech. Diploma, IP/ORN Horticulture and Livestock Certificates

Norma Senn reviewed all the planned changes to the Milker Training program, Agriculture Technology Diploma, Ornamental Horticulture Certificate program and Livestock Production Certificate.

Agriculture Technology Diploma changes:

Agri 146 name change from Agricultural Policy, Planning and Law to **World Food Policy.**

Change in course description to read:

Practical study of world agricultural policies and their effect on food production. Topics include farm legislation, trade negotiations and consumers' changing tastes. Discussion and guest speakers will be included.

Agri 191 (winter term), Agri 292 (fall term) and Agri 292 (winter term) name change from Practicum I, II, and III to **Livestock Practicum I, II and III.**

Delete Agri 191, 291 and 292 as the practica for horticulture and IPM students and replace with Agri 193 and Agri 293

Agri 193 name change to **Horticulture/IPM Practicum I** for all IPM and

Horticulture students and add **Agri 293 - Horticulture/IPM Practicum II** to Horticulture and IPM diploma programs (8 credits).

Increase Agri 222 - Vegetable Crop Production, Agri 223 - Fruit Crop Production and Agri 227 - Propagation and Nursery Crop Production **from 2 credits to 3 credits.**

Agri 164/264 name change from Current Issues to **Alternatives and Issues in Agriculture** and a credit change from one to **two credits.**

Agri 211 credit change from two to **three credits.**

Agri 105 - Food, Society and the Environment: An Introduction to Agricultural System (new course) - Credits: 4
replaces Agri 295, Agri 101, Agri 131, Agri 122.

Prerequisites: none.

Proposed course description:

An examination of agricultural resources around the world, and the distribution of agricultural commodity production, and an introduction to crops and livestock. This course will introduce sustainable agricultural production methods for Canadian crop and livestock species. Field trips and case studies will be included. It will be team taught.

Delete required elective for all programs.

Motion:

Bill Cooke / Varlene MacLeod

To approve the changes to the Agriculture Technology Diploma but approve Agri 105 - Food, Society and the Environment in principle.

CARRIED

Agri 105 course outline will come back to PAC at a future date for final approval.

Action: Norma Senn

Ornamental Horticulture Certificate Program

Agri 194 name change from Practical Horticulture Project to **Practical Horticulture.**

Calendar description change to read:

This three week course encompasses many aspects of the student's training in a practical setting. The first part of the course may vary from year to year, depending on weather, but will include such hands-on topics as sprayer calibration, spring turf installation and maintenance and an introduction to pruning. The course will also contain a landscape construction module to include such professional techniques as the selection and proper placement of plants and hard landscape materials. The landscape construction portion of the course will be held out-of doors regardless of weather and good physical health is essential. The class will be open only to full-time ornamental

horticulture students. Some field trips will be included at student expense. Steel-toed work boots and appropriate work clothing are required.

Delete Agri 240 - Horticulture Seminar.

Change Agri 222, Agri 223 and Agri 227 to 15 week courses and increase credits to 3 each.

Motion:

Varlene MacLeod / Sylvie Murray

To approve changes to the Ornamental Horticulture Certificate Program as presented.

CARRIED

Milker Training

Add Agri 103 - Introduction to Milking and the Dairy Farm - Credits: 5

Corequisite or prerequisite: Agri 134, Agri 183, Agri 231 and

Corequisite: Agri 104 and admission to the Milker Training program.

Course description:

Introduction to typical dairy farms; use and basic maintenance of milking equipment; practical herd health concerns and reproduction in the dairy cow; care of calves; basic physiology of the dairy cow, principles of nutrition and sanitation. Regulations affecting the dairy industry will be reviewed. Field trips at students expense will be required.

Add Agri 104: Practical Milking Work Experience - Credits: 4

Corequisite or prerequisite: Agri 134, Agri 183, Agri 231.

Corequisite: Agri 103 and admission to the Milker Training program

Course description:

All students will participate in the care of dairy livestock in the UCFV barn. Each student will be assigned work experience, without remuneration, on commercial host farms throughout the 12 week semester to develop their skills and efficiency. Students must provide their own appropriate work clothing and must have reliable transportation. Work hours will include both early morning and late afternoon milkings. Host farmers will participate in the evaluation of each student.

Motion:

Bill Cooke / Vickie Grieve

To approve Agri 103 and Agri 104 in principle.

CARRIED

Agri 103 and Agri 104 course outlines should be brought back to PAC for approval.

Action: Norma Senn

Livestock Production Certificate

Delete the word "requirement" for completion of artificial insemination and agricultural welding course and replace with "recommended."

Change course descriptions for Agri 150, Agri 151, Agri 222 and Agri 223.

Agri 150 - Computers in the Workplace

Credit: 2

Course Description: An introduction to personal computers and data processing.

This course covers names and function of computer components, Windows 95, and word processing, spreadsheet, and database management applications, an introduction to the Internet and electronic mail is included. Assignments and examples will have agricultural content.

It was suggested that Agri 151 course description should be changed to read:

Agri 151 - Introduction to Computers

Credit: 2

Course Description: An introduction to personal computers and data processing in preparation for enterprise projects. This course covers names and function of computer components, Windows 95, and word processing, particular emphasis on spreadsheet and database management applications, an introduction to the Internet and electronic mail is included. Assignments and examples will be agricultural content.

Agri 222 - Vegetable Crop Production

Credit: 3

Course Description: Field production of commonly grown commercial vegetable crops in B.C. will be discussed. Topics will include site selection as influenced by environmental and economic conditions, field preparation, variety selection, and cultivation practices. The culture of mushrooms and ginseng are covered as an essential part of the course. Field trips may be required outside of regular class hours, including Saturdays.

Agri 223 - Fruit Crop Production

Credit: 3

Course Description: Field production of commonly grown commercial fruit crops in B.C. will be discussed. Topics will include site selection as influenced by environmental and economic conditions, field preparation, variety selection and cultivation practices. If time permits, the culture of some tropical fruit crops may be discussed. Field trips may be required outside regular hours, including Saturdays.

Motion:

Hugh Shewell / Vickie Grieve

To approve the Livestock Production Certificate changes as presented and with recommended course description change to Agri 151.

CARRIED

(f) Changes to Office Careers Program

Jane Dean reviewed the suggested changes to the Office Careers program. Under "Entrance Requirements" it was suggested that instead of adding another requirement make it consistent with what is in the calendar under Admissions and Standards.

Under Program Outline course name changes were suggested and read as follows for

calendar copy:

First Semester

Keyboarding 1

Business English

Introduction to Computer: Office Applications

Calculator Applications

Bookkeeping 1

Business Mathematics

Word Processing 1

Office Procedures

Second Semester

Courses common to both specialties:

Keyboarding

Word Processing 2

Business Communications

Database Management

Spreadsheets 1

Job Search and Practicum

Automated Office Assistant Specialty:

Word Processing 3

Desk Top Publishing

Machine Transcription

one of:

Word Processing 4

Medical Terminology

Spreadsheets 2

Payroll

Bookkeeping 2

Computerized Bookkeeping

Computerized Bookkeeper:

Bookkeeping 2

Payroll

Computerized Bookkeeping

Spreadsheets 2

Motion:

Bill Cooke / Varlene MacLeod

To approve Office Careers course name changes as presented with the exception of Desk Top Publishing (new course).

CARRIED

A new added course "Job Search" was discussed and the suggestion that OC might use the resources of other job search courses put on by other departments within the institution. Jane Dean noted that this course is specifically related to the student's work experience component of the program. A change of name was suggested to **"Job Search and Practicum."**

Motion:

Hugh Shewell / Vickie Grieve

To approve the OC Job Search and Practicum course.

CARRIED

Spreadsheets Level 2 description change for calendar to read:

This is an intermediate course providing instruction and practice in planning and creating spreadsheets for business calculation and analysis. Topics include charts, macros, database management, and embedding and linking objects.

Motion:

Bill Cooke / Hugh Shewell

To approve OC Spreadsheets Level 2 course in principle.

CARRIED

OC will submit Spreadsheets Level 2 course outline to PAC for approval at a later date.

Action: Jane Dean

Desktop Publishing Basic is a new course to be added to the Automated Office Assistant Specialty. Approval was sought for calendar description. It was noted that other departments were also developing courses in desktop publishing.

Motion:

Vickie Grieve / Bill Cooke

To approve the Desktop Publishing Basic course in principle.

CARRIED

OC to bring Desktop Publishing Basic course outline to PAC for approval at a later date.

Action: Jane Dean

- (g) Proposed Changes to Existing CIS Program - Course Descriptions and Prerequisites
Duncan Jeffries reviewed the calendar course description updates in CIS 180, COMP 330 and COMP 455 and the course title change for CIS 430 from Information Topics to **Advanced Data Base Topics**.

CIS 180 - Introduction to Visual Programming

Credit: 3

Course Description: This course introduces the student to the visually-based Rapid Application Development (RAD) approach to software development. The concepts behind visual RAD tools will be examined, and the application of these tools in a variety of practical situations will be studied. Students will have the opportunity to develop their skill in using RAD tools in a substantial programming project.

COMP 330 - Databases and Database Management Systems

Credit: 3

Course Description: This course covers the theoretical foundations necessary to design and implement a database, and to use a database management system effectively. The database approach is introduced and major models are reviewed. Relational models are considered in more detail. Data modeling techniques are used as a tool for database design. Normalization and practical design concerns are covered. Client server and distributed databases are introduced.

COMP 455 - Advanced Topics

Credit: 3

Course Description: This course will discuss current topics in programming. The purpose of this course is to bring prospective BCIS graduates about to enter the job market up-to-date in the programming field.

Prerequisite: COMP 351

Motion:

Bill Cooke / Sylvie Murray

To approve course description changes for CIS 180, COMP 330 and COMP 455.

CARRIED

Motion:

Tim Cooper / Sylvie Murray

To approve course title change for CIS 430 from Data Information Topics to **Advanced Database Topics.**

CARRIED

The Computer Skills Placement Test (CSPT) was approved in principle by PAC in June and will be passed by Admissions and Standards soon. The following is the proposed CIS calendar copy for this requirement:

All students entering the CIS programs are expected to be computer literate. This means knowing how to run programs from a Windows environment and have basic Internet, word processing and spreadsheet skills. Students must therefore obtain a passing grade on the Computer Skills Placement Test (CSPT) prior to enrolment, or register in CIS 100 in their first term.

Motion:

Sylvie Murray / Vickie Grieve

To approve the proposed CIS calendar copy statement of the Computer Skills Placement Test (CSPT) requirement.

CARRIED

Duncan discussed the problem of students in the degree program without Math 12 due to the laddering capability. In order to get into the diploma program Math 12 is required. The following change to the calendar should make the requirements clear:

Students who have graduated from Grade 12 but have not completed Math 12 may register in the Micro-Computers in Business Certificate and will be permitted to transfer to the diploma program upon successful completion of Math 094 or equivalent. In addition, those 19 years or older and lacking Grade 12 may be considered if their work experience indicates a reasonable chance of success.

Motion:

Sylvie Murray / Varlene MacLeod

To approve the calendar change to indicate Math 12 is a requirement for transfer to the diploma program.

CARRIED

The requirements for the Micro-computers in Business certificate program are currently unclear and the following change was proposed:

Students who want a certificate as a basic exit credential can choose any 30 credits from the CIS offerings, at least one half of which must be CIS or COMP courses. Those who may want to ladder this credential into the diploma are advised to take the courses listed for the first year of the diploma. Students entering the certificate program without any computer literacy skills will need

to take CIS 100 in addition to the required 30 credits.

Motion:

Bill Cooke / Vickie Grieve

To approve calendar change requirements for the Micro-computers in Business certificate program.

CARRIED

(h) **Geography 444 - Change in Prerequisites**

Ian Okabe noted that both Geog 344 and Geog 360 provide an adequate background in urban geography for the successful completion of Geog 444. It also allows more flexibility for students.

Motion:

Sylvie Murray / Bill Cooke

To approve Geog 344 or Geog 360 as prerequisites for Geog 444.

CARRIED

(i) **Geography 401 Prerequisites Change**

Ian Okabe reviewed conversations with SFU and the department on opening up the course to students with relevant science backgrounds to take the course. The following is the proposed Geog 401 prerequisite change with added note:

Prerequisite: Geography 201 and Math (104 or 106)

Note: other students with a relevant science background are encouraged to seek permission to register for the course, providing a suitable research project related to their specific background can be mutually agreed upon.

Motion:

Hugh Shewell / Sylvie Murray

To approve the Geog 401 prerequisite change as presented.

CARRIED

(k) **Changes to the Engineering Transfer Program - Joint Forestry/Engineering Program (New Course: Wood Products Processing)**

Tim Cooper noted that UBC has a new program which is a degree based on the European model of wood products processing and they are combining that with forests and engineering. UBC has approached UCFV and asked if UCFV would like to present the wood processing option in the Engineering Transfer program. UBC has laid out the courses that students need to take in the first and second term. Students completing all the courses would then go straight into second year at UBC.

Tim noted that many transfer students have already decided to take this option. Tim asked that this program be entered in calendar copy.

Motion:

Sylvie Murray / Varlene MacLeod

To approve the Wood Products Processing course in the Engineering Transfer Program.

CARRIED

(l) **Proposed Changes to Chem 231 and Chem 422**

Art Last noted that Chem 231 and Chem 422 were approved last fall by PAC but informal comments from the SFU Chemistry department initiated a number of minor changes that appear to be appropriate.

Under Chem 231 change prerequisite from Chemistry 111/112 or a B or better in Chem 101/102 to **Chemistry 221**. Under "Synonymous Courses" add (a) **replaced Chem 321, (b) cannot take Chem 321 for further credit**. Under "Course Content" of the course outline item #4 should be changed to **12 hours**.

Under Chem 422 add **Physics 105 or Physics 111** as an additional prerequisite.

Motion:

Tim Cooper / Hugh Shewell

To approve the prerequisite changes to Chem 231 and Chem 422.

CARRIED

- (m) Changes to Some Courses in the Criminal Justice Diploma / Degree Program
Tim Segger reviewed course description changes to Crim 320, Crim 418 and Crim 420 and the rationale for these changes.
Crim 320 - Title change from Research Techniques **to** Quantitative Research Techniques
Proposed Course Description: This course is designed to more fully introduce criminology and criminal justice students to applied social research. Emphasis is placed on developing practical experience in a variety of research methods and techniques. Students will become familiar with quantitative research methods. Experience will be gained in questionnaire design, data analyses and technical report writing. Some of the problems routinely confronting research practitioners are also examined. Students will also gain practical experience in using a statistical program on computers to analyze data.

Crim 418 - Title change from Techniques of Crime Prevention **to** Theory and Practice of Crime Prevention.

Proposed Course Description: Critical examination of the contemporary field of crime prevention. This course will examine the theoretical foundations of various approaches to Crim prevention and the evaluative research available to assess the efficacy of these initiatives.

Crim 420 - Title change from Research Project/Seminar **to** Research Seminar

Proposed Course Description: This course is designed as an upper-level research seminar in criminology and criminal justice. To successfully meet the requirements of this seminar, students must first demonstrate an ability to review and critique examples of research within Criminology and Criminal Justice. This component of Criminology 420 requires students to assume an active and independent role in acquiring and demonstrating research expertise. Secondly, students must complete a research project. Relying on research skills acquired in Mathematics 104, Criminology 220 and Criminology 320, students are expected to demonstrate their ability to design and complete a research project in a timely fashion.

Motion:

Hugh Shewell / Sylvie Murray

To approve course title and description changes to Crim 320, Crim 418 and Crim 420.

CARRIED

In consultation with the Business Department it was determined that students did not have the required background to fully participate in Bus 307. The Crim department asked that **Bus 307 in semester 7 of the Criminal Justice degree be changed to Bus 203** to fulfill the original educational goals.

Motion;

Sylvie Murray / Hugh Shewell

To approve the replacement of Bus 203 instead of Bus 307 in semester 7 of the Criminal Justice degree program.

CARRIED

It was pointed out that students for Bus 203 still had a prerequisite that many Criminology students may not have but Tim Segger had talked to the Business Admin Program Head and seats were being reserved for the Criminology students. Tim Segger reviewed the rationale for the development of the new criminology courses. Crim 211 - Indigenous People, Crime and Criminal Justice and Crim 212 - Selected Topics in Crime and Criminal Justice would be Crim electives. Crim 410 - Selected Topics in Crime and Criminal Justice would be part of the Crim 410 series and would focus on a variety of topics that students are interested in examining and provide faculty and students an opportunity to explore these issues/topics. Tim noted that often students have a particular interest and wish to explore it further. Crim 411 - Directed Studies provides a mechanism to work with these students.

Crim 211 - Indigenous Peoples, Crime and Criminal Justice

Credits: 3

(Note: This course would be a Crim elective)

Proposed Course Description: An examination of some of the major historical and contemporary issues regarding indigenous peoples, crime and the criminal justice system. Some of the issues to be explored include the impact of colonization, Aboriginal involvement with police, courts and corrections, government policies and programs aimed at reducing Aboriginal conflict with the law, and the increasing role of Aboriginal communities in implementing justice initiatives.

Proposed Prerequisites: None

Crim 212 - Selected Topics in Crime and Criminal Justice

Credits: 3

(Note: This course would be a Crim elective)

Proposed Course Description: This course will review theory, methods, and research results in a selected area of criminal justice. Students should check with the Department of Criminology and Criminal Justice to determine the content area for a particular semester.

Proposed Prerequisites: None

Crim 410 - Selected Topics in Crime and Criminal Justice

Credits: 3

(Note: This course would be part of the Crim 410 series)

Proposed Course Description: This course critically reviews theory, methods and research results in a selected area of criminal justice. Students should check with the Department of Criminology and Criminal Justice or the timetable to determine content area and prerequisites for a particular semester.

Proposed Prerequisites: Prerequisites will vary with the topics, seek permission of the instructor.

Crim 411 - Directed Studies

Credits: 3

(Note: This course would be part of the Crim 410 series)

Proposed Course Description: Independent reading and research topics selected in consultation with the supervising instructor. Students interested in more information should contact the Department of Criminology and Criminal Justice.

Proposed Prerequisites: Prerequisites will vary with the topics, seek permission of the instructor.

Motion:

Sylvie Murray / Varlene MacLeod

To approve new courses Crim 211, Crim 212, Crim 411 and Crim 410 with the prerequisite change to Crim 410 and Crim 411 to read "Prerequisites will vary with the topics, seek permission of the instructor."

CARRIED

Changes to prerequisites to lower and upper level courses Crim 202 - Crim 480 were reviewed by Tim. It was noted that the proposed prerequisite for Crim 480 should read "**Completion of 3rd year of the Criminal Justice degree program**" rather than "Acceptance to the 4th year.... It was felt that Bill Cooke should be consulted before this change was made.

Crim 202 - Physical Fitness Training II

Proposed Prerequisite: None

Crim 220: - Research Methods in Criminology

Proposed Prerequisite: Crim 100 and one of: Crim 104, Crim 105, Psych 101 or Soc 101

Crim 280 - Field Work Practicum

Proposed Prerequisite: Crim 100, 103, 104 and 105, HSER 120, and one of: (CMNS 125, 155 or ENG 105 or higher); and permission of instructor.

Crim 281 - Field Work Practicum

Proposed Prerequisite: Crim 100, 103, 104 and 105, HSER 120, and one of: (CMNS 125, 155 or ENG 105 or higher); and permission of instructor.

Crim 310 - Advanced Theoretical Perspectives

Proposed Prerequisite: Acceptance into a Degree program (with a minimum of 45 university transferable credits) and Crim 100, 104, 105.

Crim 311 - Cultures in Conflict

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim

100, and 103.

Crim 320 - Research Techniques

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits), Math 104 and nine credits of lower-level CRIM including Crim 220.

Crim 330 - Criminal Procedure and Evidence

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 103 and 230.

Crim 335 - Human Rights and Civil Liberties

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100. PoSc 110 strongly recommended.

Crim 410 - Selected Topics in Crime and Criminal Justice

Proposed Prerequisite: Prerequisites will vary with the topics, seek permission of the instructor.

Crim 411 - Directed Studies

Proposed Prerequisite: Prerequisites will vary with the topics, seek permission of the instructor.

Crim 412 - Organized Crime

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 103.

Crim 413 - History and Philosophy of Police Practices

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 151.

Crim 414 - Intervention Techniques in Corrections

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 101.

Crim 416 - Media, Crime and Criminal Justice

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level (CRIM including Crim 100 and 103.

Crim 417 - Leadership in Groups and Organizations

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45

university transferable credits), Bus 203 or Bus 307 and nine credits of lower-level CRIM including Crim 100.

Crim 418 - Techniques of Crime Prevention

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 103.

Crim 419 - Victimology

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 103.

Crim 420 - Research Seminar

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and Crim 320.

Crim 450 - Social Policy Analysis

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 103.

Crim 460 - Comparative Criminal Justice Systems

Proposed Prerequisite: Acceptance into a degree program (with a minimum of 45 university transferable credits) and nine credits of lower-level CRIM including Crim 100 and 103.

Crim 480 - Field Work Practicum

Proposed Prerequisite: Completion of 3rd year of the Criminal Justice degree program.

Motion:

Sylvie Murray / Varlene MacLeod

To approve the proposed changes to prerequisites to lower- and upper-level courses Crim 202 Crim 220, Crim 280, Crim 281, Crim 310, Crim 311, Crim 320, Crim 330, Crim 335, Crim 410, Crim 411, Crim 412, Crim 413, Crim 414, Crim 416, Crim 417, Crim 418, Crim 419, Crim 420, Crim 450, Crim 460 and to Crim 480 after consultation with the Registrar.

CARRIED

Action: Tim Segger / Martha Dow

The proposed addition of New Program Options was discussed and it was felt that further direction and clarification was needed. Any substantial changes or additions to a program needs a Letter of Intent to UCC and the Board. Tim will take this back to his department for further discussion.

Action: Tim Segger / Martha Dow

- (n) History 370 - American Civil Rights Movement (New Course) Credits: 4
Course Description: An examination of the African-Americans' struggle for racial justice, from the 1920s to the 1960s. Topics will include major legislative and judicial landmarks, national leaders and organizations, local community struggles, gender dynamics, contribution of labour unions and white "allies" to the movement, role of media, and representation in recent films and documentaries.
Course Prerequisites: Nine credits of lower-level history; History 242 recommended.

Sylvie Murray noted that there was a great deal of interest in this new course.

Motion:

Hugh Shewell / Vickie Grieve

To approve History 370 - American Civil Rights Movement as presented.

CARRIED

- (o) Film 110 and Film 120 Prerequisite Changes
 Graham Dowden reviewed the proposal to introduce a prerequisite line to calendar descriptions of Film 110 and Film 120. In the past there was no prerequisite for these courses and students have come into the courses and struggled with essay-writing skills. The proposal was to insert the same prerequisite requirements for Film 110 and Film 120 as currently precede English 105:
CPT score of 48 or better, or a grade of C or better in Eng 101, or C+ in ABE Eng 081 or 091, or success in a previous university-transfer English course, or instructor's permission.

Motion:

Sylvie Murray / Vickie Grieve

To approve the proposed prerequisite requirement for Film 110 and Film 120.

CARRIED

- (p) Social Services Program Calendar Changes
 Under Substance Abuse the credit value of HSER 627, HSER 628 is changed to 1.5. The Community Support Worker Certificate program is not being offered so the write-up should be deleted but the courses should be kept.
 Under Social Work prerequisites for SW 404 should read Math 104, SW330A and SW330B.
 Under SW 310, SW315, SW 320, SW380, SW450, SW490, SW492, SW493 the addition of the following statement: **(Students with a minimum of 45 credits in other degree programs may be able to obtain instructor's permission at the first class. However, they should check with their program head to see whether they can apply this course to their degree.)**

Motion:

Varlene MacLeod / Hugh Shewell

To approve the prerequisite upper-level course changes for SW 404, SW310, SW315, SW320, SW380, SW410, SW450, SW483, SW490, SW492, SW493, SW494.

CARRIED

- (q) Managing Social Service Organizations (new course)
Hugh Shewell reviewed the development of the course Managing Social Service Organizations. It was previously delivered through Continuing Education at UBC and currently through the Justice Institute. There is currently an arrangement with the Justice Institute and UCFV Continuing Education to present the course to those interested in the Valley. It is a course for those who are currently in management or supervisory positions in human services or social services. It would be a cost recovery course with 3 unassigned elective credits.
It was felt that the department could make the decision to offer credit for this course and PAC would not have act on it at this time. Should the Social Services department decide to put it in the calendar and make it a part of the program then it could be resubmitted to PAC for approval.
- (r) Calendar Changes to the Associate Arts Degree: Theater
Ian Fenwick noted that there was a problem with Theater requiring to have an audition for the Associate of Arts just like in the diploma. They are not able to do multiple auditions so propose to **remove the application date of October 1 from page 9 of the calendar**. Ian presented the text of changes that should appear in the calendar.

Motion:**Varlene MacLeod / Sylvie Murray**

To approve the proposed calendar changes to the Associate of Arts Degree: Theater.

CARRIED**5. ADJOURNMENT**

NEXT MEETING
March 26, 1997
9:30 a.m.
ROOM - A225 (Boardroom)
Abbotsford Campus