

**UNIVERSITY COLLEGE OF THE FRASER VALLEY**  
**PROGRAM ADVISORY COMMITTEE (PAC)**  
**MINUTES**

**April 23, 1997**  
**9:30 a.m. - Room A225**  
**Abbotsford Campus**

**PRESENT:** Dick Bate (Chair), Bill Cooke, Vickie Grieve, Judy Hurley, Judy Inouye, Varlene MacLeod, Lori Nelson, Hugh Shewell

**REGRETS:** Tim Cooper, Sylvie Murray

**GUESTS:** Sheila Brygadyr, Alan Cadwell, Craig Chamberlin, Michael MacColl, Al McNeill, D.J. Sandhu,

Dick Bate welcomed Sheila Brygadyr to the meeting. Sheila will be filling in for Associate Registrar, Sylvia Currie, while she is on leave.

**1. APPROVAL OF AGENDA**

Addition: 3 (f) - Notice of Office Careers Program Restructuring Submission.

**Motion:**

Bill Cooke / Lori Nelson

To approve the April 23, 1997, PAC agenda with addition.

**CARRIED**

**2. APPROVAL OF MINUTES**

Note Lori Nelson and Vickie Grieve as absent.

Bill Cooke asked for clarification on the statement that the reserved seat problem be discussed at Admissions and Standards. He noted that ASC has already discussed this problem and the Task Force on Admissions and Registration is also considering reserved seating and it may be more appropriate to wait until they have had a chance to review it and make a recommendation. (No change made to minutes.)

**Motion:**

Varlene MacLeod / Judy Hurley

To approve the March 26, 1997 PAC minutes with correction.

**CARRIED**

### 3. NEW / CONTINUING BUSINESS

- (a) Aviation 162 Split Into AV162A and AV162B  
Bill Cooke gave notice as information to PAC that he had divided AV162 into two courses - AV162A and AV162B due to problems that occur when courses go over the calendar year from one semester to the other. One problem is on the transcript which identifies the student as being in a particular semester or particular range of dates and this is overcome by splitting the courses up. The other is the courses that go from September to April with no fee attached from the University College's point of view. To overcome a problem with income tax receipts and transcript reliability, the course is split into two semesters. Students enrolled AV162A will receive an incomplete grade. The final grade will be used for both parts of the course. The course will be described as having to be finished in one year. Also, the transcript will show all the fall 1996 courses as being taken from September 1996 to April 1997.
- (b) KPE 155, KPE 280, KPE 281 Courses for Approval  
Craig Chamberlin reviewed the KPE courses submitted for approval. These courses had been approved by PAC, in principal, in 1994, with the request to present full course outlines as they were developed. These courses are part of the certificate or diploma programs in Fitness and Exercise Management.

Clarification was made on the number of hours for practicum courses. It was noted that student must complete almost one half the program before they do the practicum which is done in the third semester and would not affect student loans. Craig also noted that they have been building library resources every year since the program was approved.

#### KPE 155

Course Title: **Work Experience I**

Credits: 3

Course Description: This is a concurrent placement which provides students with 120 hours of practical work experience. Students will have the opportunity to practice skills gained in prerequisite courses and will receive feedback concerning their competencies. Successful completion of the practicum work experience is required for completion of the certificate program.

Course Prerequisites: Completion of a minimum of four courses in the program, which must include KPE 103 and KPE 180.

Course Corequisites: None

**Motion:**

**Hugh Shewell / Lori Nelson**

To approve KPE 155 course outline as presented.

**CARRIED**

KPE 280

Course Title: **Training Methods I**

Credits: 3

Course Description: This course will introduce students to aerobic and anaerobic training methodologies. This course will review the energy systems and discuss training options available for the development of each; details of techniques, progressions, periodization overtraining, factors affecting training, and planning training programs, etc.

Course Prerequisites: KPE 103, KPE 163, KPE 181 and KPE 190

Course Corequisites: None

**Motion:**

**Bill Cooke / Hugh Shewell**

To approve KPE 280 course outline as presented.

**CARRIED**

It was noted that KPE 281 did not require prerequisite KPE 280 because they have different training methodology.

KPE 281

Course Title: **Training Methods II**

Credits: 3

Course Description: This course will introduce students to flexibility, muscular strength and muscular endurance training methodologies. The course will review the theoretical concerns and discuss training options for the development of each component; details of techniques, progressions, periodization overtraining, factors affecting training, and planning training programs, etc.

Course Prerequisites: KPE 103, KPE 163, KPE 181 and KPE 190

Course Corequisites: None

**Motion:**

**Vickie Grieve / Varlene MacLeod**

To approved KPE 281 course outline as presented

**CARRIED**

(b) English Major Proposal and Change in Requirements for English Extended Minor

Alan McNeill noted that now that the degree is no longer affiliated with SFU the English department wished to carve out their own distinctive degree. Also in response to students' needs, the English department was proposing changes to an existing English major program that would allow students to choose an English major from one of three options: the more traditional English major, an English major with a North American concentration, or an English major with a Drama concentration.

Concentrations will allow students to work both in English and other related disciplines; students would also be able to engage in interdisciplinary work (IDS 400) that will count towards their concentration. Student would meet the requirements for graduate school in English studies and meet the requirements for teacher training with all three options. Alan noted that in the fall, Eng 140 (Canadian Literature) a first-year course would be changed to a second year course -Eng 240.

At present Eng 140 transfers to most institutions as a second-year course.

It was suggested that Eng 325 be changed to Eng 324-361 since, at present, there was no Eng 325. Under the Major, North American Concentration, French 351 should be changed to French 360 (French Canadian/Québécois Literature). Alan also noted that consideration will be given to the opportunity for a student to take a course in Canadian Criminology or Social Work, etc. Effective date of the English major proposal would be the Fall of 1998.

**Motion:**

**Lori Nelson / Hugh Shewell**

To approve and recommend to UCC the English major proposal as presented with the recommended changes: Eng 325-361 to Eng 324-361, French 351 to French 360 and Eng 240 to Eng 140.

**CARRIED.**

**RECOMMENDED TO UCC**

**Major, English Literature**

Lower-level requirements: 18 credits:

- 6 credits from (Eng. 110 or 150), Eng 120, Eng 130
- 12 credits of second-year English courses
  - 6 credits from Eng. 201, 202, 226, 227, 230, 140
  - 6 credits from anywhere within the 200 series

Upper-level requirements: 32 credits:

- 8 credits must come from the series Eng. 304-318
- 8 credits must come from the series Eng. 324-361
- 16 credits from anywhere within the series Eng. 304-

371\*

\*A senior Literature in Translation course may be substituted for one course in this series.

By completing the upper-level credits in this program, students will have both depth and breadth in their study of English literature. For students considering graduate work in English, we recommend that students take at least one senior course from as many of the following categories as possible: Chaucer or Medieval Studies; Tudor Poetry and Prose, Shakespeare, or Elizabethan and Jacobean Drama; Seventeenth or Eighteenth Century; Romantics, Victorian Novel, or Victorian Poetry; Modern British Literature or Modernism; Canadian Literature; American Literature; Literary Theory, History of Criticism, or Advanced

Composition.

Major, North American Concentration

Lower-level requirements: 18 credits:

- 6 credits from (Eng. 110 or 150), Eng 120, Eng 130
- 12 credits from second-year English course
  - Eng. 140
  - 3 credits from Eng. 201, 202, 226, 227, 230
  - 6 credits from anywhere within the Eng. 200 series

Upper-level requirements: 32 credits:

- 8 credits must come from series Eng. 304-318
- 8 credits must come from Eng. 354, 356, 358, 3XX\*, 360, or 361\*\*
- 8 credits must come from Eng. 344, 348, 349, or 352
- 8 credits from anywhere within the series Eng. 304-371

\* A course in the Literature of British Columbia.

\*\* French 360 (French Canadian/Québécois Literature in Translation) may be substituted for one of the courses in this series.

Other Requirements:

Courses with North American content from other disciplines augment the breadth of the North American concentration.

12 credits from the following courses:

- Art History 315
- Geography 302, 345, 360, 402, 445
- History 329, 380, 428, 436, 454, 484
- Media and Communication Studies 334
- Sociology 333, 335, 387, 468
- IDS 400 (approval of English Department Head)

If a student does not have the prerequisites for the courses he or she chooses from the above list, the student must receive the course instructor's permission before registering. Other courses may be considered by the English department. Consult with the Department Head of English.

Major, Drama Concentration

Lower-level requirements: 18 credits:

- 6 credits from first-year literature courses
  - English 130
  - 3 credits must be from Eng. 110, 120, 150
- 12 credits from second-year English courses
  - Eng. 230
  - 3 credits must be from Eng. 201, 202, 226, 227, 240
  - 6 credits from anywhere within the Eng. 200 series

Upper-level requirements: 32 credits:

- 8 credits from the series Eng. 304-318
- 12 credits must come from Eng. 310, 312, Eng 3XY\*, Eng 3XZ\*\*
- 12 credits from anywhere within the series Eng. 304-371.

\* Canadian Theatre

\*\* Studies in Drama

Other requirements: 12 credits:

- Theater 101
- 3 credits from the series Theater 102-299
- 6 credits from Theater 352\*, 359\*\*, 370\*\*, 453\*, or IDS 400 (approval of English Department Head)

Other courses may be considered by the English Department. Consult with the Department Head.

from \* Students without prerequisites must take Theater 211 before requesting written permission the Theater Department Head.

from \*\* Students without prerequisites must take Theater 123 before requesting written permission the Theater Department Head.

Al McNeill noted that the changes made to the English Extended Minor were made to bring it in line with the English Major. Under lower-level courses Eng 240 should change to Eng 140 which is also considered a second year course.

**Motion:**

**Varlene MacLeod / Lori Nelson**

To approve and recommend to UCC the proposed recommended changes to the English Extended Minor requirements with the change of Eng 240 to Eng 140.

**CARRIED**

**English Extended Minor Change**

Lower-level requirements: 18 credits:

- 6 credits from (Eng. 110 or 150), Eng 120, Eng 130
- 12 credits of second-year English courses:
  - 6 credits from Eng. 201, 202, 226, 227, 230, 140
  - 6 credits from anywhere within the Eng. 200 series

Upper-level requirements: At least 16 credits in upper-level English, of which one course must lie within the

series Eng. 304-316.

- (d) Social Services - Change in Course Prefixes / Change in Grading of BSW Practica  
Because the Human Services program no longer exists and the Social Services diploma, Substance Abuse diploma and BSW degree are now all under the Department of Social Services and Social Work the decision was made to change the Human Services (HSER) prefixes. The numbering will remain the same and will be reflected in the 1998/1999 calendar. PAC recommended that the department consider changing the HSER prefixes to SSSW and that the Social Work course prefixes also be changed to SSSW. Thus, all Social Services and Social Work department courses would appear under one listing in the calendar although by their definition and description the diploma and degree courses would be differentiated. Hugh agreed to take the recommendation back to the department for their approval and bring it back to PAC at the May meeting.

**Action: Hugh Shewell**

Hugh Shewell also reported that the department of Social Services and Social Work has decided to change its grading practice for the BSW practica from a graded to a Credit/No Credit system. This is in keeping with most other social work programs in Canada. Student GPAs would not be affected.

- (e) Customer Service Specialist Certificate  
Dick Bate noted that as a result of a motion from UCC which stated "that the proposed Customer Service Specialist Certificate program be returned to PAC to work out a resolution to the issues under discussion between the Business Administration department and the Continuing Education department" the revised CSSC is on the PAC agenda for consideration. A meeting took place with the Dean of Applied Programs, Dean of Access and Continuing Education, CE Program Director and members of the Business Administration department to try to resolve the issues and concerns of the Business Administration department. Alan Cadwell distributed a revised proposal addressing some of the concerns that were expressed. Alan reviewed the proposal and the success of it for students graduating from the CSSC program. He reviewed the following requested changes: courses CBDT SSS02 - Marketing Planning, CBDT SSS03 - Marketing Media and CBDT SSS05 - Advertising Principles were eliminated and some of the content from these courses was moved into CBDT SSS06 - Personal Selling Skills and CBDT SSS07 - Effective Written and Verbal Communication. Under CBDT SSS01- Essential Life and Business Skills - additional reference materials were added. Under CBDT SSS04 - Customer Service Excellence - total hours were increased from 15 to 30 and curriculum on customer service was added. Students will also be able to identify the effect on customer service that the service environment has, the aesthetic appeal of product and the place of business has, as well as the process for making a transaction. Under CBDT

SSS06 - Personal Selling Skills - the total hours were increased from 15 to 30 and some points of the marketing plan and marketing media were retained. Reference material was added. Under CBDT SSS07 - Effective Written and Verbal Skills - the total hours were increased from 15 to 30 and the advertising principles materials were added to this course and are reflected in the objectives. Alan noted that everything was done to try and incorporate the Business Administration department's concerns and present a comprehensive and balanced proposal.

A discussion was held on entrance requirements and ways of waiving the Grade 12 requirement as it may be too restrictive or using other ways of conducting admission assessment into the program. HRDC requirements are that the student is on EI and the emphasis is getting them back into the work force. It was suggested that maybe a sentence noting instructor or director permission to the program if the grade 12 requirement was not met.

**Motion:**

**Vickie Grieve / Hugh Shewell**

To approve the revised Customer Service Specialist Certificate Program as presented.

**DEFEATED**

Michael MacColl stated that there was a concern with the CBDT SSS04 - Customer Service Excellence course content and the number of hours for the course. D.J. Sandhu reviewed what he felt (with examples) should be the content covered in a such a course. He felt all the content could not be covered in 30 hours. Alan Cadwell noted that the programs hours could be increased substantially but the enrollments would be zero because there would be no funding supplied. CE is responding to a market and the program has to be market accessible. Discussion was held on removing the word "specialist" from the title of the program but this did not seem to be a solution to the issue. Michael MacColl stated that the customer service core needs to be expanded to represent the title of the program. Alan Cadwell noted that the courses in communications and verbal skills and computing are drawn from courses and resources already set up in the CE department. It was also noted that when a business hires a student from this course they will often be required to take the company's training course as well. External advisory committees have looked at and advised on the development of this program as well as advice from employers and students who have graduated from the program. Coordinators are constantly checking on students on practicums and on how employed students are working out. Five other colleges throughout the province have been also looking at and working with UCFV on this program. Alan stated that this was a generic program and other modules could be added as there was a demand, e.g., garden centre program. The practicum part of the program is done on the student's own time.

**Motion:**

**Judy Hurley / Bill Cooke**



To accept the Customer Service Specialist Certificate program in principle with the request that the Continuing Education department revisit the consultation process with the Business Administration department, specifically courses CBDT SSS04 and CBDT SSS06, with regard to course hours and content and resubmit the program at the May PAC meeting.

**CARRIED**

**Agenda: 05-28-1997**

(f) Notice of Office Careers Restructuring Proposal

Dick Bate reported that, as Dean of the area, he had met with the Office Careers department several times since the budget was brought down. Office Careers has been severely impacted by the budget and are been forced to consider ways of repackaging the whole Office Careers program. What the department will be proposing to PAC is to withdraw the existing program as it is currently described and propose a new program which will likely be a 30 credit, semester based program in a 10 course package that students can take full- and part-time. They will be encouraging a linkage between Office Careers and Continuing Education for a system of cost recovery for the program. The students who are presently in the program will be able to complete their program. They also propose to take in 35 students on each campus (Chilliwack and Abbotsford) in May in a modified and changed format that would come to PAC in May. The instructors will instruct in the design of the general University College timetable but and the students will work in an open lab setting to study and complete homework assignments, etc. It was pointed out that changes to the program need to be discussed at UCC as well discussions around accreditation guidelines.

**Agenda: 05-28-1997**

**4. ADJOURNMENT**

**Varlene MacLeod / Hugh Shewell**

**NEXT PAC MEETING**

**MAY 28, 1997**

**9:30 A.M.**

**ROOM A225**